COMPASS OUTREACH SESSIONS

Grants Management
Compass Outreach Sessions

Purpose:
To engage the Emory community and provide high level information on approved business cases. We may not be able to answer really specific questions because we are currently in the Design Phase (…in other words, we are in the process of figuring out the HOW).

Topics:
Focus topics for this quarter are the Grants module. Focus topics will change as the project progresses.

Audience:
Sessions are scheduled across campus for convenience, but each session is open to the entire Emory community.
Agenda

- Project Status
- Business Case Inventory
  - Awards Page Set-Up
  - Grants Portal
  - ENOA
  - Fund Code Fringe
  - Activity ID Usage
  - Project/Activity Status Control
  - Fixed Based Billing
  - Invoice Generation
- Q & A
- Training Strategy
- Staying Connected

- “System Refinement” “Business Cases
  - Item Maintenance
  - Customer Correspondence
  - Transaction Documentation and Research
    Award Terms – Sub Award
- Additional Business Cases
  - Streamlining the Clinical Trial Invoicing Process
  - Billing Reports to BI-Publisher
  - Date Change
Program Guiding Principles

Promote shared ownership, collaboration, and communication

Fully evaluate functionality and impacts

Represent the enterprise (University & Healthcare)

Be transparent

Understand the business need and unintended consequences

Consider impact to constituents and related budgets

Encourage improved functionality, safeguarding valued existing solutions
Project Status

<table>
<thead>
<tr>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td>Oct</td>
<td>Dec</td>
<td>Jan</td>
<td>Feb</td>
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<tr>
<td>FY2015 - Q1</td>
<td>FY2015 - Q2</td>
<td>FY2015 - Q3</td>
<td>FY2015 - Q4</td>
</tr>
</tbody>
</table>

**Module/Suite**
10 weeks: 9/28/15 – 12/11/15

**PSFT System Test**
10 weeks: 1/4/16 – 3/11/16

**Full End to End**
12 weeks: 3/21/16 – 6/10/16

**User Acceptance**
12 weeks: 6/20-16 – 9/9/16

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*Emory Transition Support* (Communication, Stakeholder Engagement, Training)
Current State:

Award Setup process is spread out over multiple navigations, is completed by various offices/areas and includes manual checklist and notifications within the process.
Award Set-Up Page - Recommendation

There will be automated workflow within the award setup pages for the multiple tabs that will be created.

Custom Entry Pages

There will be custom entry pages that feed into delivered PeopleSoft tables.

Workflow

There will be automated workflow within the award setup pages for the multiple tabs that will be created.
Grants Portal - Overview

Current State

Grants Quick-view pages

- Custom Pages
- Gather information
- Search for awards
- Search for proposals
Grants Portal - Recommendation

Future State

Custom “Grants QuickView” pages

+ PeopleSoft Grants Portal

• Ability to drill down from an award to a project and transaction

• Same or more information available than on grant’s QuickView page.
ENOA- Overview

Current State

Comsquared
- 3rd Party
- eNOA documentation & Agency documents
- Security maintained by ORA Technical group based on department name

Only the Primary Department can view the eNOA.
Primary and Secondary Departments can view the eNOA.
Fund Code Fringe - Overview

- **5100** – Federal Funds- High Level
- **5200** – Federal Funds- Low Level
- **5300** – Non-Federal Funds- High Level
- **5400** – Non-Federal Funds- Low Level

- Federal and Non-Federal is imbedded within the Fund Code.
- This results in significant number of transfers if initial set-up is incorrect and/or changes.
Fund Code Fringe – Recommendation

Use **Project Type** field to designate Federal or Non-Federal grants at the individual project level.

- Project Type changes will trigger audit trail, that triggers necessary fringe calculation.
- Adjustments are automatically performed without user intervention.

Use one designated fund code [5700] to identify research dollars.

- Frees up line level transactions from grant designations and relieves burden of transaction level corrections at a later date.
- Minimizes the number of corrections if project is reclassified during the grant life cycle.
- Reduces the number of cost transfer that OGCA and the departments have to complete.
Fund Code Fringe - Recommendation

5700 – New Award/Project Set-up

- **5700** indicates that it is Research funds.
- Move the Federal/Non Federal attribute to the project.
  - Fringe is systematically generated.
  - Fringe adjustment is systematically created if there is a change.
  - If change occurs, there is no need to do a transfer from one chartfield string to another, only the attribute changes.
  - Fringe process uses project type to see which rate to use.
  - Add **audit stamps** to the attribute so that we capture when a change occurs.
Fund Code Fringe Chartfield Changes

1. **Fund Code** for all research dollars = **5700**

2. **Federal / Non-Federal** attribute is moved to the **Project Type**.
   - Changes in the **Project Type** will **not** require a new SmartKey/SpeedType number
   - Changes in the **Project Type** will **automatically** process correcting fringe entries
Activity ID Usage - Overview

Current State

Activity ID chartfield has only one value of “GRANT” and is used across all projects.

To segregate money, we create a NEW PROJECT ID with Activity ID of “GRANT”

This practice requires users to rely on dates and project descriptions to determine the project’s award year as well as the purpose of the project.

“Project ID Usage”

- Restrictions on Budgets
- Manage Project Budget Years (for awards with no carryover)
- Collaborative Splits (Dept. A, Dept. B)
- Billing Methods (splits)
Activity ID Usage - Recommendation

Activity ID = Budget Year

- Eliminate the creation of new project IDs to separate budget periods when there is no carryover.

- Grants with carryover authority will have one Activity ID to represent the entire 5 year award segment.

- Allows users to tie the years of a project together with Project ID yet segregate when appropriate by viewing the Activity ID.
1. **Fund Code** for all research dollars = **5700**

2. **Federal / Non-Federal** attribute is moved to the **Project Type**.
   - Changes in the **Project Type** will not require a new SmartKey/SpeedType number
   - Changes in the **Project Type** will **automatically** process correcting fringe entries

3. **Activity** = *Project’s Budget Year* rather than Grants
**Activity ID - Future State ChartField Change (Example)**

- **Project ID** will not change each year (stays the same throughout the life of most Awards).
- **Project Type** will be the identifier for Federal or Non-Federal (no longer at the transactional level).
- **Activity ID** will be used to indicate budget year for the award (grants).
- No need for a new Project ID for an award w/ no automatic carry over.
- Existing awards will not convert over to the new fund code mid-stream (still working through details of impact when new budget funding is received).

### FEDERAL (award w/ no automatic carry over)

<table>
<thead>
<tr>
<th>Current State</th>
<th>Acme-Yr1</th>
<th>Acme-Yr2</th>
<th>Acme-Yr3</th>
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<tbody>
<tr>
<td>Fund Project (ID)</td>
<td>5100 (Fed) 00022137 Grant</td>
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<tr>
<td>Activity</td>
<td>YR001</td>
<td>YR002</td>
<td>YR003</td>
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<td>5700 Grants 00022137 FED</td>
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<tr>
<td>Project Type*</td>
<td>YR001</td>
<td>YR002</td>
<td>YR003</td>
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</table>

### FEDERAL (with carry over)

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<td>5200 00031268 Grant</td>
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<tr>
<td>Activity</td>
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<td>YR002</td>
<td>YR003</td>
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</table>

*Project Type Attribute is now going to designate Federal vs Non-Federal. This is not part of the ChartField string.*
Project / Activity Status Control - Overview

**Current State**

1. Project status control is used to gate some transactions at the point of entry or before they are finalized in a module.
2. Status Control is at the Project ID & Activity ID level.
3. We do not have the full 9.0 configuration turned on.
4. Emory uses Project Status, but some areas manually review against the status date.
Project /Activity Status Control - Recommendation

Turn on the delivered 9.2 configuration and work with the other modules to ensure that the transactions are stopped.

This will help “freeze” projects.

IMPACTS

- 3rd Party systems that encounter reject will go to default to either current open activity or departmental SpeedType. (5700)
- Integrated Module users will receive messages such as warnings or prevent additional transactions.
- Potentially improve accuracy of original transaction posted.
- Chartfield adjustments should be made on Req/PO, payroll, voucher etc. when Project/Activity has ended.
- Increase processing time when rejections at source are encountered.
Future state

Enabling Status Control allows the system to manage based upon Analysis Type (All modules except Treasury).

Future state

Warning message will provide a status and allow to proceed.

Future state

Reject message will provide a status and prevents the transaction.

<table>
<thead>
<tr>
<th>Status</th>
<th>Transactions</th>
<th>Message</th>
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<tr>
<td>Open</td>
<td>All</td>
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</tr>
<tr>
<td>Ended</td>
<td>New PO's</td>
<td>Reject</td>
</tr>
<tr>
<td></td>
<td>All others</td>
<td>Warning</td>
</tr>
<tr>
<td>Closed</td>
<td>PO, AP, EX, payroll, RST</td>
<td>Reject</td>
</tr>
<tr>
<td></td>
<td>Journals &amp; Budget</td>
<td>Warning</td>
</tr>
<tr>
<td>Hold, Final &amp; Archived</td>
<td>All</td>
<td>Reject</td>
</tr>
</tbody>
</table>
Fixed Fee Billing - Overview

Current State

For Contract types of Clinical Trial and Department to Invoice.

- Created with Rate Based ‘As Incurred’ contract lines with Pre-paid Lines
- When the events are billed, deferred revenue is created
- Utilization is Manual Process run weekly in batch for Contract Types
- This process converts BIL lines to UTL lines which reduce deferred revenue.
- Currently, roughly 1 FTE’s time is spent on weekly utilization and the cleanup
Fixed Fee Billing - Recommendation

Future State

- Use PeopleSoft Fixed Fee billing functionality to replace Clinical Trial Prepaid lines.
  - We are looking into how to handle existing Clinical Trials and if there is a need to convert them. We’ll have more information in the spring.

**Fixed Fee Billing removes the need for Prepaid Lines to complete billing and revenue recognition.**

**The first and only Bill Plan on a contract would have the ability to add events to complete billing (except in the case of Hybrids, which will be added to the second contract line rather than the first).**

- Utilize Product and Bill Plan Templates.
- Reduces data entry points and contract setup.

**Benefits to Moving to Fixed Fee:**
- Revenue is recognized at the time the invoice is billed.
- Eliminates deferred revenue and unbilled AR on Clinical Trials
Invoice Generation - Overview

Custom Tables → DATA → Invoice created in XML

Current State
Invoice Generation - Recommendation

New Functions

Electronic Signature  Attach to Award or Contract  Send via Email  OR  Print and use Postal delivery

We are also adding remittance to the invoice to assist with payment predictor match
Q & A

Questions?

questions?
What About Training?

Step 1: Idea Gathering

Step 2: “Wish List”
Design Concepts

Step 3: “Reality”
Detailed Engineering Plan

Step 4: Build/Construct

Step 5: Inspection

Step 6: Final Walkthrough

We are here

Listening Tours
Business Case Approval
Design-Business Processes & PS Functionality
Development
User Acceptance Testing

Training
Training Strategy & Approach

- Instructor-Led Training (classroom training)
- Webinars (Instructor-Led)
- Train-the-Trainer Peer Coaches
- Managed & tracked by Emory’s Learning Management System
- On-Demand (context sensitive) help
- Self-Paced eLearning (web-based)
- Drop In Open Labs
- Job Aids
- Support & Client Support Center
- End User

Managed & tracked by Emory’s Learning Management System
Staying Connected

- Communications Council
- Compass Outreach Sessions
- Website
- Newsletter
- Yammer
- Email
What is a Communications Council?

The Communications Council is a group of influencers & peers that visibly lead change and provide feedback around the Compass Upgrade. They are an important BRIDGE to business end users who are impacted by the changes.

Key Responsibilities

- Reinforce key behaviors related to adoption and use of Compass
- Help communicate key messages by cascading information to your teams
- Conduct meetings with your teams to share important information about the Compass Upgrade rollout and training
- Collect feedback from the ground and share feedback with project team on the Compass Upgrade perception and questions
- Attend bi-monthly Communications Council meetings
## Communications Council Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Division</th>
<th>Name</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audrey Turner</td>
<td>President's Office</td>
<td>Holly Crenshaw</td>
<td>LITS: Library and IT Services</td>
</tr>
<tr>
<td>Chuck A. McConnell</td>
<td>Exec.V.P. for Health Affairs</td>
<td>Janey Wilcox</td>
<td>Yerkes National Primate Research</td>
</tr>
<tr>
<td>Constance Nagle</td>
<td>School of Medicine</td>
<td>Liz Daunt Samford</td>
<td>Emory Healthcare Inc.</td>
</tr>
<tr>
<td>Debbie Howell (Quesenberry)</td>
<td>Goizueta Business School</td>
<td>Lynn Johnson</td>
<td>Emory Healthcare Inc.</td>
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<tr>
<td>Diane Foley</td>
<td>Campus Life Activities</td>
<td>Lynn Kenney (Dona Lynn Kenney)</td>
<td>Emory College</td>
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<tr>
<td>Solomon Ejigu</td>
<td>Affiliated Organizations</td>
<td>Denise Walker</td>
<td>EHI PGP Finance</td>
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<tr>
<td>Stacy Johnson</td>
<td>School of Medicine</td>
<td>Paul Byrnes</td>
<td>Graduate School</td>
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<tr>
<td>Ronald Rezendes</td>
<td>Candler School of Theology</td>
<td>Phyllis Peninger</td>
<td>School Of Public Health</td>
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<tr>
<td>Perry Breazeale</td>
<td>Emory University Hospital</td>
<td>Rhonda Burke</td>
<td>School Of Public Health</td>
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<td>Rita Frazier</td>
<td>School of Medicine</td>
<td>Debbie Longo</td>
<td>Human Resources</td>
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<tr>
<td>Roman Damena</td>
<td>School Of Nursing</td>
<td>Starlyss McSlade</td>
<td>Internal Audit</td>
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<tr>
<td>Sherri Meador</td>
<td>LITS: Library and IT Services</td>
<td>Wade Moricle</td>
<td>LITS: Library and IT Services</td>
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<tr>
<td>Demetrice Bryant</td>
<td>Office of Research Administration (ORA)</td>
<td>Wayne Barnes</td>
<td>Human Resources</td>
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<tr>
<td>Stephanie Allen</td>
<td>Oxford College</td>
<td>Katherine Weingart</td>
<td>RAS</td>
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<tr>
<td>Susan Henschen</td>
<td>LITS: Library and IT Services</td>
<td>Lori Ronalder</td>
<td>Healthcare</td>
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<tr>
<td>Allison C Rollins</td>
<td>Emory College</td>
<td>Galileu Carvalho</td>
<td>School of Medicine/Emory Clinic</td>
</tr>
<tr>
<td>Nelson Shaffer</td>
<td>Assoc Director, Finance, CS Parking Services</td>
<td></td>
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Be in the Know....

ATTEND.

Compass Outreach Sessions
- Topics change quarterly
- Sessions set-up across Campus for convenience
- Register on the Compass upgrade website
- Win prizes

upgrade.compass.emory.edu
- Review project background and team members
- Keep current with the latest news & see listening tour updates
- Catch-up and review presentations & recordings of past sessions
- Register for training information in the coming months

VISIT.

Compass Insight newsletter (bi-monthly) to the Compass Users ListServ
Contact compassupgrade@emory.edu to get on the ListServ

YAMMER.

yammer.com/emory.edu
- Emory is using Yammer to share, discuss projects, and get work done faster
- Keep current with the latest news & talk

READ.

REACH OUT.

Send emails to compassupgrade@emory.edu
For any questions, comments, concerns

MEET THEM.

Communications Council Members
- Division level contacts who communicate key Upgrade messages within the department or division
Stay Current with the Latest News & Events
Register for Events & Review Past Recordings
Register for Events
Q & A

Questions?

questions?
“System Refinement” Business Cases

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<tr>
<td>Award Terms-Sub Award PO</td>
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</table>
Item Maintenance – Overview

Pain Points

• The customer refund process is manual, paper laden, and requires the use of multiple systems.

• Having to unpost payments from all related items and unposting any maintenance done after the erroneous payment was applied is tedious and requires focus to ensure that all reposted payments are done properly.

• Time spent researching wires with insufficient payment reference information.

• Items continue to age on contracts where the sponsor withholds a portion of each invoice until a specified date.

• It is difficult to gain a true picture of the status of accounts receivable without running and manipulating queries.

- We are not leveraging many of the delivered processes.
- We manually handle payment application, initiating refunds and error resolution.
Item Maintenance – Recommendation

Use Delivered Functionality

Maintenance Worksheet – absolute value sort
Transfer worksheets
Mass Change

Groups Impacted

Finance Grants & Contracts (FGC)
Grants Accounts Receivable
Accounts Payable

Dispute Codes
Unpost Payments
Refund to AP
Item Split

Doubtful Receivables
Auto Maintenance
Payment Predictor
Customer Correspondence - Overview

Post-Award

• We are not leveraging all of the 9.0 delivered processes.

• There is new 9.2 functionality.
Customer Correspondence - Recommendation

Use 9.2 Functionality

- Aging
- Dunning Letters
- Customer Statements
- Follow up Letters for Conversations
- Notification Framework
Currently, Emory is using Accounts Receivable conversations

Configure Compass for:

- Enhanced Conversations
- Financial Audit Framework

Recommendation
Award Terms
• We have award terms & conditions configured however we are not using it.

Sub Award PO
• Users need to log into Sciquest to have visibility into PO to see the who and how much, etc.

Recommendation
Award Terms
• Clean up and create manageable and inclusive list

Sub Award PO
• Use new functionality to allow users to drill down to the PO information and AP vouchers.
• Modify the section to reflect budget amounts etc.
Additional Approved Business Cases
Grants Management

- Overview and Recommendations are available for review.
- Check the website: upgrade.compass.emory.edu
Streamlining the Clinical Trial Invoicing Process - Overview

Invoice created in the Clinical Trial Database

Invoice created manually in PeopleSoft

Invoice #1 in the clinical trial database is not Invoice #1 in PeopleSoft

Manually intensive and requires copies of invoices and supporting documentation to be sent to OGCA for input

Approximately 150 clicks to generate a manual invoice (time = 12 minutes).

Downstream impact to Accounts Receivable makes the cash application against open invoices time consuming and cumbersome.
Streamlining the Clinical Trial Invoicing Process - Recommendation

Clinical Trial Database ↔ PeopleSoft Billing

**Automate** the Billing Process by developing a **billing interface**

Add a customization to **update the Contract Module** for: amendments, billing limits, billing events and revenue recognition options.
Management Reports are created using queries and Excel

Labor intensive process

During the Upgrade, we would like to build the reports in the system by using the xml functionality.

Note: we are looking into doing these reports in the data warehouse and/or Compass.
Date Change - Overview

Current State

- Custom-built page.
- Processes date change updates throughout the grants suite on one page verses going to 14 different pages to update dates.
- Used by Central Finance as an entry page
- Non-central users can view information such as Commitment Control end dates, etc.
Modify the custom page to add **Activity Status, Activity Dates** and **Project Teams**.
For a compiled list of all of the questions asked during this recorded session as well as other Grants Management Compass Outreach Sessions, check the website.

UPGRADE.COMPASS.EMORY.EDU
Be in the Know. Stay Connected

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Thank you for attending this Compass Outreach Session

We’ll Be Back In Your Neighborhood Again...

Check the website for information on future Compass Outreach Sessions

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