Project Compass

A New Direction for Emory

TRANSACTING IN PEOPLESOFT FINANCIALS

EMORY CAMPUS
LEARNING FORUM SERIES

Agenda

- Welcome/Agenda Review
- Invoices and Travel/Expense Overview
  - Key Changes for Emory Healthcare and University
  - Demonstration: Entering Expenses and Payment Requests
- Accounts Receivable/Billing Overview
  - Key Changes in PeopleSoft
  - Demonstration: Creating a Bill, E-Pay, and Unclaimed Wires
- Questions & Answers
- Wrap-Up

Invoices and Travel/Expense Overview

Key Changes for Emory Healthcare

- All vendor invoices and Third Party Check Requests will continue to be entered into PMM.
    - Invoices entered into PMM will now be interfaced to PeopleSoft for **payment**.
- Healthcare staff will use the online Travel Expense Report form for reimbursement.
- Expense approvals are completed electronically.

Using PeopleSoft Financials

- Demonstrate the following functionality:
  - Entering expenses for Healthcare

University – Emory Express Impacts

- **<u>Vendor invoices and purchases</u>** requiring a Purchase Order will continue to be entered into Emory Express.
  - Invoices entered into Emory Express will be interfaced to PeopleSoft for payment.
- There will be two major changes for Emory Express:
  - The use of the new SmartKey and account number (replaces FAS Number and Sub Account)
  - Additional approval step for requisitions that are charged to a grant fund or an asset account.
- For more information on Emory Express impacts, refer to the April edition of the *Compass Directions Newsletter* (available on the Project Compass website).

Key Changes for Emory University

- Staff will use PeopleSoft to perform key Accounts Payable/Expense functions, including:
  - Enter payment requests
  - Setup vendors
  - Make payments
  - Generate reports
  - Review AP
- Approvals are completed electronically.

Online Emory Payment Request

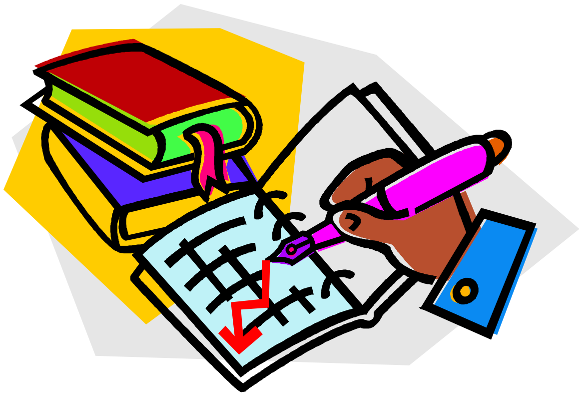
- The online Emory Payment Request form in PeopleSoft is used to process payments to individuals (not companies) for non-travel needs.
- These are typically 1099 or 1042 reportable payments. Some examples include:
  - Guest Speakers
  - Study Participants
  - Payments to Foreign Nationals

Expense Report

- University staff will use the PeopleSoft Expense Report:
  - **<u>For all reimbursements to:</u>**
    - Employees
    - Students
    - Guest of Emory University for travel expenses
  - **<u>For replenishment of Cash Funds to:</u>**
    - Study participant cash fund
    - General petty cash

Batch Processes for University and HealthCare

- Voucher Posting in Accounts Payable
- Budget Check in Expenses
- Expense Processing in Expenses Module to stage payment for Accounts Payable Pay Cycle
- Pay Cycle Processing in Accounts Payable
- Payment Posting in Accounts Payable
- Expense Processing to post payment in Expenses Module
- Journal Generate in General Ledger Module



Using PeopleSoft Financials

- Demonstrate the following functionality:
  - Entering expenses for University
  - Entering payment requests for University

Accounts Receivable/Billing Overview

Understanding PeopleSoft Changes

PeopleSoft Function	Key Changes
Bills	• All Bills will be processed using PeopleSoft • New process for Contract setup for University Affiliate Billing; elimination of duplicate entries to MASS500, Emory-Pay and FAS • Healthcare: CODA and Quickbooks will be replaced by PeopleSoft • PeopleSoft Bills will be created for invoicing customers • Unique billing business units – linked to GL BU. Users will no longer be assigned to a set of customers but to a unit • PeopleSoft automatically creates the Journals
Customer Setup	• PeopleSoft will be used to: - Set up unique customers values across entities that will invoice - Enter customer information - SET ID efficiencies to support shared data - Assign Next Number IDs to both customers and invoices
Deposit Creation	• PeopleSoft will be used to: - Create an online deposit (sum of payments), •Unclaimed Wires, •Departmental Deposits - Send journals for misc payments directly to the General Ledger

Understanding PeopleSoft Changes

PeopleSoft Function	Key Changes
Payment Processing	• PeopleSoft Accounts Receivable will be used to: - Process payments - Reduce outstanding customer balances - Provide up-to-date and accurate information in GL and in the customer activities records
PeopleSoft E-PAY – Dept Payments	• Interface will exist from Emory-Pay into Accounts Receivable (AR), Banking. Emory-Pay will sit on top of AR (front end for PeopleSoft AR-Deposits) • PeopleSoft will be used to : - Apply payments to external customers accounts - Prepare and post to the General Ledger
Reporting and Aging	•PeopleSoft will be used to generate: - Customer statements - Customer Dunning letters/notices - Aging reports

Understanding PeopleSoft Changes

PeopleSoft Function	Key Changes
Maintain Items	• PeopleSoft Accounts Receivable will be used to update, write-off or credit open items on customer accounts
Bank Reconciliation	• PeopleSoft AR will be used to reconcile posted deposits to the Cashier’s System (Emory-Pay) and Bank Statements
Claim Wires	• PeopleSoft Accounts Receivable will have a customized page that will streamline the current wire claims process (i.e., select/post of amounts from the electronic bank files)

Updated BI-AR Subsystem Business Units

EMUNV - GL Business Unit
Must be referenced on every Module's Business Unit.

- **1. ARSOM** – Bill Type for SOM
- **2. ARGAR** – Bill Types for BS, OTT, MCC, TES, WSP, EUC, DAR, WCI, GME, PED, GRD
- **3. ARAFF** – Bill Type for AFF

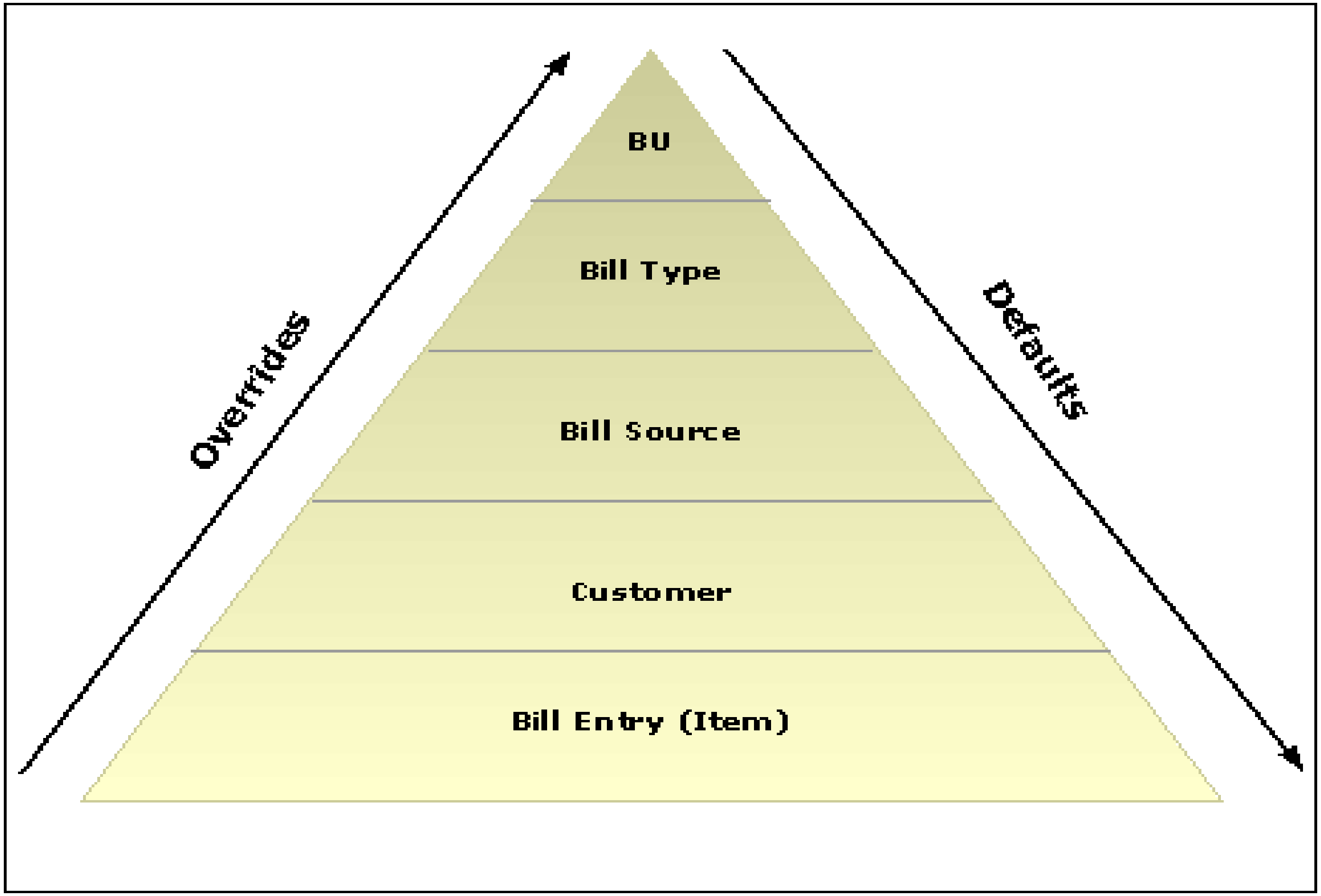
HCTEC - GL Business Unit
Must be referenced on every Module's Business Unit.

- **1. ARTEC** – Bill Type for TEC

HCEHM - GL Business Unit
Must be referenced on every Module's Business Unit.

- **1. AREHM** – Bill Types EHM

PS Billing Design: Transaction Processing Pyramid



Customer Concepts

- All Customers and Grant Sponsors are available for transactions entry here
- Customers are unique to their Business Area separated by using SetIDs
  - AREHM
  - ARTEC
  - ARGAR
  - GRANT
- Customer information is used repeatedly on forms, billing, and reports
- The Accounts Receivable module is a “sub-module” of the General Ledger module, thereby using its own unique billing business units.
  - The unique billing business units include a prefix of ‘AR’
  - The ‘AR’ prefix informs the user of the source of the transaction

Invoice Format Concepts

- All Invoice Formats were created based on review and required changes to the standard PeopleSoft/Oracle Invoice
- Invoice Formats can be created for different BU's or within a BU by use of the Bill Type – currently there are four major Business Areas implementing for September 1 and several other smaller areas
- The three primary user areas are:
  - AREHM
  - ARTEC/ARESA
  - ARGAR

Using PeopleSoft Financials

- Demonstrate the following functionality:
  - Create a bill
  - Create departmental deposits using E-Pay
  - Claiming “unclaimed” wires

Next Steps

- Take the information you gained and share with your direct reports and peers.
- Register for the next Campus Learning Forums series:
  - **PS Financials & Grants Impacts on the University**
  - Schedule: Thursday, May 28 (10 am – 12 pm) & Thursday, June 4 (1 – 3 pm)
  - The PeopleSoft system will integrate the majority of sponsored research data currently captured in the OSP and FAS legacy systems respectively.
  - The session provides a high-level overview of the Grants module and its impacts on the University.
- Visit the Project Compass website (www.compass.emory.edu) for regular updates.