EMORY HEALTHCARE
EMORY

COMPASS DIRECTIONS NEWSLETTER

Providing information for Project Compass, Emory's enterprise-wide initiative to replace the University and Healthcare accounting systems.

FEBRUARY 2009

A Closer Look: Exploring the PeopleSoft Financials System

Like all the great explorers in our history, Marco Polo, Henry Hudson, and Ferdinand Magellan, those exploring new territories set out to achieve new heights. As you prepare to use and explore a new system, the *Compass Directions Newsletter* takes a closer look this month at the PeopleSoft Financials System and each module.

The Project Compass Team will implement a new PeopleSoft Financials System on September 1, 2009. The new system will include nine financial modules, adding value to the way you work. Modules are the sub-components of the financial system that work together to share and integrate information throughout the system. PeopleSoft Financials is more than a General Ledger system. The system will allow Emory to improve the management of financial data and transactions at all user levels and financial functional areas.

Accounts Payable

What will this function offer Emory? The Accounts Payable module will streamline the process for completing vouchers and how payments are processed at Emory. The Accounts Payable process will introduce new functionality, while maintaining some of Emory's existing functions. For example, the voucher process for Emory Healthcare will not change. For other units, the module provides staff with more robust approval and online routing for voucher entries, workflow-driven payment processing, and improved management of disbursements critical to maintaining strong controls over processes, approvals, and cash flow.

For an overview of the Accounts Payable module, refer to the 'Spotlight On' section of the December 2008 edition of the *Compass Directions Newsletter* (available at www.compass.emory.edu, under *News & Events*).

Travel & Expenses

What will this function offer Emory? The Travel and Expense module will streamline the process for requesting reimbursement for travel or other expense purchases. All University and Healthcare employees will use the module to enter expense reports for travel or other purchases needing a reimbursement. The modules will introduce a consistent and standardized process throughout the Emory community.

Accounts Receivable/ Billing

What will this function offer Emory? Most Emory University and Healthcare Accounts Receivable and Billing professionals will key all non-grant and non-patient billing information directly into the PeopleSoft Financials system, offering a streamlined approach to accounts receivables/billing and management of the invoicing process.

All existing legacy (CODA BI-AR, Mass500, and QuickBooks) and shadow systems (e.g, Excel spreadsheets) currently used for billing will convert to the PeopleSoft Accounts Receivables and Billing modules. Staff will use the new system to enter billing and payment related information. If you are using a shadow system not listed above, please contact Deanna Walker at 404-727-9153 or dwalke2@emory.edu.

Billing teams will continue to perform miscellaneous external billings on behalf of their departments, divisions, or sections.

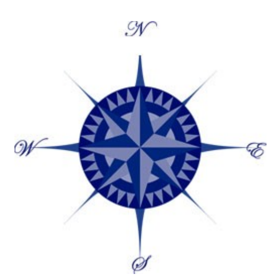
The Office of Grants and Contracts will continue to maintain responsibility for sponsored billing and managing the associated receivables. Sponsored Research activity will originate in the following PeopleSoft Financials modules: Grants, Projects, and Contracts.

For more information on the Accounts Receivable/Billing modules, refer to the 'Spotlight On' section of this month's *Compass Directions Newsletter*.

Asset Management

What will this function offer Emory? Emory professionals will use the new Asset Management module to record all University and Healthcare owned capital assets. Assets will be automatically fed from the Accounts Payable and Project Costing modules directly into the Asset Management system, and will be posted to the General Ledger.

The Asset Management functionality provides Emory staff with a number of benefits including improvements in recording and reporting capital assets (equipment, buildings, land, etc.), automated maintenance of all assets in one system (allowing departments to view all their capital assets in one integrated system), and improved efficiencies and reduction of time and effort on system reconciliation.



Continued - Please see A Closer Look, Pg. 2

A Closer Look: Exploring the PeopleSoft Financials System

Continued from Pg. 1

Commitment Control

What will this function offer Emory? Commitment Control (Budget Tracking) is the process used to control or track expenditures actively against predefined, authorized budgets. The Commitment Control module provides Emory with the ability to create and maintain control budgets, to check actual transactions (e.g., actual expenditures and revenues) against control budgets, and to check imminent future financial obligations (pre-encumbrances) against control budgets.

Project Costing

What will this function offer Emory? The Project Costing module will be used to create a new project and provide project life-to-date reporting. Project Costing will be used to establish costs and revenue budgets for projects, through integration with the PeopleSoft Commitment Control module; group costs by project type and activities; and view additional detail related to transactions which were summarized in the General Ledger.

General Ledger

What will this function offer Emory? The General Ledger (GL) serves as the core of the PeopleSoft Financial system. PeopleSoft delivers multiple ways to enter journal entries into the GL, including journal generator, direct entry, standard journals (journals that can be used on a repetitive basis), flat-file import, and spreadsheet upload. The majority of journal entries will be created by journal generator, which transforms sub-module transactions (Accounts Payable, Accounts Receivable, etc.) into journal entries.

All journals will be edited and budget-checked prior to posting to the GL. Journals created through the journal generator process will be approved in the sub-modules prior to submitting to the GL. If access is granted, journals may be created in the department where the background knowledge of the transaction exists.

The GL functionality provides Emory with a number of benefits including:

- minimized manual data entry due to new options for creating recurring journal entry templates,
- more efficient journal entry through shortcuts for commonly used ChartField combinations,
- user-defined ChartFields which enhance the ability to define activities for department tracking and reporting, and
- improved organization and financial reporting.

Grants (University Only)

What will this function offer Emory? PeopleSoft allows the integration of all sponsored research data into one system. With the new financial system, pre-award and post-award data will now be housed in one central location for quick and easy retrieval.

Preparing and routing proposals will remain largely unchanged for the campus. In addition, submitting proposals will continue to be done by the initiator within the Office of Sponsored Programs.

The Grants functionality provides the University with a number of benefits including the ability to manage post-award grant activity in PeopleSoft, transitioning proposals into awards, tracking awards, flexible financial reporting, and consistent information used to manage and account for sponsored programs (projects).

Integration with PS Human Resources

Impacts to existing PeopleSoft Systems. The existing PeopleSoft Human Resources system will be updated to share information, such as Chart of Accounts and Business Unit Structures, with the new PeopleSoft Financials system. In addition, existing PeopleSoft HR customizations will be eliminated where possible and replaced with delivered HR functionality.

Integration with PS Student Administration

Impacts to existing PeopleSoft Systems. The PeopleSoft Student Administration system will be reconfigured to integrate with the PeopleSoft Financials system, utilizing delivered PeopleSoft functionality and to accommodate the new Chart of Accounts and Department ID numbering codes.

Spotlight On...

Accounts Receivable and Billing: What Do I Need to Know?

With the implementation of the new Accounts Receivable (AR) and Billing functions, AR and Billing professionals will see a streamlined process for managing billing and payment processing activities.

Currently, University and Healthcare financial professionals use several different systems to manage account receivables and non-patient billing. For example, the University uses Mass 500, FAS, and CORE; the Clinic utilizes the CODA system; and Healthcare uses QuickBooks. With the implementation of PeopleSoft Financials, all Emory entities will use the new system to process bills, create disbursements, set up customers, create deposits, make payments, generate statements, maintain items, reconcile deposits, and manage unclaimed wire payments. If you are using a shadow system not listed above, please contact Deanna Walker at 404-727-9153 or dwalke2@emory.edu.

A Closer Look at Payment Processing

AR/Billing professionals will use the new system to process payments for existing or new items not currently billed, e.g., agreements, services, customers, etc. Currently, to post deposits, each Emory organization uses a different system - University staff utilizes CORE; Healthcare staff use QuickBooks and HealthQuest; and Emory Clinic staff use CODA. With the new financial system, all AR/Billing professionals will process payments using deposits submitted via the AR module. When payments are applied against open items, the updated customer balance will be available for viewing via the PeopleSoft AR screens. Over the course of the next several months, tools will be rolled-out to help you understand how these changes will impact your current responsibilities.

How does this benefit me?

With the implementation of the new AR/Billing functionality, Emory professionals will experience a streamlined approach for managing the cash that comes in and out of Emory. In addition, staff can expect:

- Reduction in the duplication of efforts
- Centralized reconciliation
- Invoices pushed out to the end user versus one person managing the process
- Improved identification of miscellaneous cash deposits
- Enhanced reporting

A Look at Learning: PeopleSoft Financials Training

Over the last year, you have heard a lot about the PeopleSoft Financials system and its capabilities, but you are probably wondering, “When and how am I going to learn to use the PeopleSoft Financials system?” The goal of Project Compass training is to provide an efficient and effective training program that prepares Emory University and Healthcare staff to be proficient using PeopleSoft Financials prior to September 1, 2009.

What can you expect from PeopleSoft training?

The PeopleSoft Financials training program will offer participants a blend of instructor-led classrooms, browser-based interactive demonstrations and tutorials, job aids, and training guides.

Prior to attending classes, participants will complete an online pre-requisite course, PeopleSoft Fundamentals. The PeopleSoft Fundamentals course will introduce basic PeopleSoft navigation, functions, and terminology.

In class, instructors will review lessons designed to teach system functions and process changes. The system functions will be reinforced through hands-on practice.

When will I attend PeopleSoft classes?

PeopleSoft Financials classes will begin mid-July and extend through September 2009. After September 2009, PeopleSoft Financials training will be incorporated into the ongoing training program. Healthcare classroom training is planned for the last two weeks of July and August. Staff will pre-register for the classroom training prior to attending. Registration information will be available in the spring.

Congratulations to the December ‘Navigating Project Compass’ Contest Winner:

Betty Robinson

Betty works in the Department of Gynecology & Obstetrics and answered all 10 questions correctly!

Betty won a $25 gift card to Barnes and Noble.

PeopleSoft Financials Basics: What Everyone Needs to Know

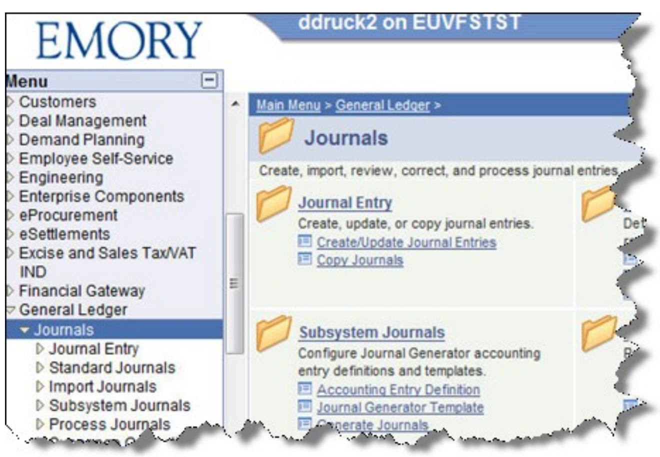
Which of these categories apply to you?

- ✓ I am a first time user of a PeopleSoft system
- ✓ I have used PeopleSoft previously
- ✓ I have never heard of PeopleSoft

Whether you are a PeopleSoft expert or you have never heard of a PeopleSoft system, there are a few PeopleSoft Basics that every user needs to know. First, it is important to remember that PeopleSoft is similar to other browser-based applications you may have used. Many of the same features you use on your favorite websites are used to select and enter information in PeopleSoft, such as radio buttons, drop-down boxes, and search fields. Here are a few basic features and functions of the system:

- **Accessing the system** – The PeopleSoft Financials system is accessed in the same manner as the PeopleSoft Self-Service Benefits website. In September, you will receive the URL to access the PeopleSoft Financial system home page and log on.
- **Navigating PeopleSoft does not require a map** – PeopleSoft uses a menu and folder structure to organize information. The menu folders and subfolders are expandable and display contents of folders before a folder is selected.
- **Search and you shall find** – PeopleSoft provides the ability to search and find information in the system. The search results displayed are limited to the data that your security profile allows you to view, similar to the current PeopleSoft Self-Service Benefits. Security profiles will be mapped to your job role. There are several ways to search for information, which you will learn during training.

PeopleSoft Financials training will provide hands-on opportunities to learn about these and other system functions. For more information on the training program, read "A Look at Learning: PeopleSoft Financials Training," on page 3 of this edition of the *Compass Directions Newsletter*.



Navigating PeopleSoft *- This sample screenshot, illustrates how the organization of the menu and folder structure provides easy and intuitive navigation capabilities. Emory PeopleSoft Financials menus and folders will be customized to support Emory user needs.*

Stay Tuned for information on the

Project Compass Learning Forums

Interactive sessions designed to provide an overview of the PeopleSoft Financials functionality and demonstration of the system

Project Compass Reminders

Project Compass Town Hall Overview

The Project Team will host an additional Town Hall Overview

When: Monday, February 23, 2009
10:30 am - 12 pm
Where: Dobbs University Center - Winship Ballroom

Visit the Project Compass website to RSVP
www.compass.emory.edu

Café Montage: A Project Compass Q&A

When:
Every First Friday Morning of the Month
from 7:30 – 9 am

Buy a cup of coffee and join **Belva White**, Emory University Associate VP/Controller, and **Byron Nash**, Director, Administrative and Data Services, as they answer your questions. Project Compass Q&A sessions are held in Café Montage located in the 1599 Clifton Road Building.

LOOKING FOR DIRECTIONS?

Project Compass Frequently Asked Questions

Will Project Compass provide a mapping table that shows the old FAS codes and the new PeopleSoft codes?

To aid users in the transition to PeopleSoft Financials, the Project Compass Team is planning to provide to mapping table which allows you to compare existing codes to the new PeopleSoft ChartFields. The ChartFields capture a different element of information regarding the transaction (e.g., who, what, where, why, how). The team will provide more information regarding the mapping table as we get closer to September 2009.

September is only seven months away. What can I do now to start preparing for the new PeopleSoft Financials system?

The Project Compass Team has a number of activities that will aid you in understanding what to expect from the new financial system. Over the next several months, you will begin to see advertisements for the Project Compass Learning Forum series. The Learning Forums are designed to provide staff with an overview of PeopleSoft Financials functionality and a demonstration of the system before attending training. In addition to participating in the Learning Forums, there are a series of activities that you can complete on your own, including:

- *Read Project Compass communications distributed via e-mail, e.g., Compass Spotlight, Compass Directions Newsletter, Management Bulletin.*
- *Share information with co-workers in your area, for example, post newsletters, spotlights, or flyers, on the bulletin board.*
- *Complete the Self-Paced Overview available on the Project Compass website.*
- *Start thinking about things that will change, e.g., forms that include FAS numbers, department numbers, website links to FinWeb, and financial related requests.*

For an update on the salary encumbrance approach, please visit the Project Compass website - Frequently Asked Questions (www.compass.emory.edu/questions).

Do you have a question about Project Compass? E-mail us at compass@emory.edu.

Just for Fun: Compass Challenge!

Challenge yourself by identifying the PeopleSoft Financials modules described below. Answers are below.

1. This module provides Emory staff with a number of benefits including improvements in recording and reporting capital assets.
2. This module serves as the core of the PeopleSoft Financials system.
3. This module provides staff with the ability to create and maintain control budgets, to check actual transactions against control budgets, and to check future financial obligations.
4. This module will streamline the process for completing vouchers and how payments are processed at Emory.
5. Employees will use this module to enter expense reports for travel or other purchases needing a reimbursement.
6. This module supports the integration of all sponsored research data into one system.
7. All existing legacy and shadow systems currently used for billing will convert to this module.

Answers: 1. Asset Management; 2. General Ledger; 3. Commitment Control; 4. Accounts Payable; 5. Travel and Expenses; 6. Grants; 7. Accounts Receivable/Billing