COMPASS OUTREACH SESSIONS

SmartKey Replacement with SpeedType
General Ledger
Reporting
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 (we are in the process of figuring out the HOW).

**Topics:**
Focus topics for this quarter are the SmartKey, General Ledger, and Reporting modules. 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.
High-Level Roadmap

✓ **Phase I: Fit/Gap**
December 2014-January 2015
- Compare features and functions with user needs.
- Identify customizations for removal and retention.
- Deliver Fit/Gap document with recommended solutions per business area.
- Deliver executive summary Fit/Gap document for all business areas.

✓ **Phase II: Design/Configure/Build**
January 2015-February 2016
- Design and configure for future state changes.
- Develop and unit test.
- Configure future state security.

**We are here**

✓ **Phase III: Test**
April 2015-September 2016
- Prepare and execute test scripts.
- Document and follow detailed issue resolution strategy.

**Phase IV: Go-Live & Training**
October 2016-January 2017
- Solidifying Go-Live dates Nov/Dec 2015
- Rollout upgrade and train users.

**Phase V: Stabilization**
October 2016-February 2017
- Roll out additional enhancements and updates.
- Provide continuous user support.

Continuous Communication and Engagement

Timeline subject to change
We’ll Be Back In Your Neighborhood...

Check the [website](http://upgrade.compass.emory.edu) for information on future Compass Outreach Sessions
Agenda

- Business Case Inventory:
  - SmartKey
  - General Ledger
  - Reporting
- Program Guiding Principles
- What Do I Need to Do Now?
SmartKey Replacement Overview

SmartKey is a “short-cut” tool to provide a shorter entry key than the full 57 digit ChartField string.

SmartKey is not a PeopleSoft tool. It is a 3rd party interface that sits on top of PeopleSoft.

SmartKey is costly based on fees incurred and prevents ability to apply updates/patches.
SmartKey Replacement Recommendation

**Smart.Logical.Simple**

- Leverage the PeopleSoft 9.2 delivered functionality.
- Convert existing SmartKeys to **SpeedTypes**. Existing 10-digit SmartKey numbers will remain the same when converted to **SpeedTypes**.
- Comply with user community request to have a numbering convention that is logical and simple.
- Engage the user community for testing and feedback.
Balance is Necessary for Success

User Requests

- Need to See the SpeedType Used (in report details and inquiry screens if used in the transaction)
- Keep the current SmartKey number used
- Make the “SmartKey” number “smart” and intuitive based on chartfield details

System Needs

- SpeedType = Entry Code Only
- Delivered Functionality = Unlocked Retained Values
- SpeedType is not used in all transactions

Manage Efficiency & Cost of Ownership
PeopleSoft Chart of Accounts – Current Structure

When a transaction using SmartKey is processed, the SmartKey number entered is embedded into ChartField2 (Entry Code) automatically.

For Emory, the “smartest” SmartKey would be 57 characters long.
Community Outreach – SpeedType Interactive Labs

**What?**
Hands-on labs to allow SmartKey users to try a variety of SpeedType options and share their preferences.

**When?**
Twelve (12) Sessions: May 12, June 3, June 11, and June 17

**Why?**
Provide an opportunity for Compass users to get a feel for various SpeedType configurations within the new interface and vote on their preference.

**Who Attended?**
189 Compass users representing 24 division across Emory University and Healthcare.
# Interactive Lab Participants by Division – (June 3rd, 11th, 17th)

<table>
<thead>
<tr>
<th>Division</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOM</td>
<td>24.3%</td>
</tr>
<tr>
<td>VP Finance</td>
<td>14.1%</td>
</tr>
<tr>
<td>SON</td>
<td>11.9%</td>
</tr>
<tr>
<td>ECAS</td>
<td>11.3%</td>
</tr>
<tr>
<td>Research Admin</td>
<td>7.3%</td>
</tr>
</tbody>
</table>

### Key Notes:
1. **SOM** - 24.3% of participants
2. **VP Finance** - 14.1% participants
3. **SON** - 11.9% of participants
4. **ECAS** - 11.3% of participants
5. **Research Admin** - 7.3% of participants
SpeedType Lab Results

Ease
Which SpeedType test did you find easiest to complete from a data entry standpoint?

Overall Preference
Which SpeedType test do you prefer?

Logic
If you had a preference, which SpeedType logic would you choose?

The Steering Committee voted unanimously in favor of the “user’s choice” even though they preferred a different option

Legend:

234 1 987656

234 D 987656 - Steering Committee Selection

234G 987653 - User Selection

* Currently investigating the use of a 6-digit dept ID

Department  Fund Code  Auto-number
Commentary Summary

“Less zero counting while inputting”

“It was all numbers and you didn’t have to switch to letters.”

“I like the fact that I can identify the SpeedType by the fund code just by looking at SpeedType. I will know that this fund code is an endowment, unrestricted, or sponsored fund code.”

“I am used to completing a 21 digit Chartfield string, so knowing the fund type helps me know what type of funds I am working with.”

“The letter in the middle separated the numbers and made it easier to read.”

“The letter is a natural break and a quick/readily identifiable code for kind of SpeedType number, e.g., BOP vs GRANT”

“For reporting purposes the letter would stand out to allow for ease of identifying fund type.”

“It made me think more about the type of transaction of I was doing based on the alpha-numeric. Also, I believe this will prove beneficial for identifying the kind of project at a glance.”

“It was the fastest”

“All numeric and because three digits for the department doesn't tell you a whole lot…”

“Just seemed to flow better with the four digit department number first. With leaving out fund code, which can change after setup, this would eliminate the risk of having to change the SpeedType based on a fund code setup error.”

“I feel that I would get fewer drop down options with four digits.”
Stay Tuned for More Information about SpeedType Changes . . .
As you type, the system will narrow the results based on the digits entered.
SpeedType: The Burning Questions . . .

Do I get to keep my existing SmartKeys?

What if I want to change my existing SmartKeys to the new SpeedType numbering schema?

Will there be any opportunities for me to see the new Compass interface and SpeedType before we Go Live?

How will the SpeedType transition impact reporting?
General Ledger

Business Case Review and Project Scope Methodology
PeopleSoft Chart of Accounts – Current Structure

All Transactions

- Business Unit (5)
- Operating Unit (5)
- Dept ID (6)
- Fund (4)
- Class (5)
  NACUBO Code for Functional Classification Reporting
- Account (5)

Projects Only

- Project Costing Business Unit (5)
  Identifies type of Project: Sponsored, CIP, Non-Sponsored
- Project (8)
  Represents sponsored projects or select non-sponsored activities (Auto numbered 8-digit value)
- Activity (5)
  System requires use of the activity ChartField with all Projects

Optional

- Program (5)
  What is the activity for which I need to capture financial information?
- Event (4)
  Additional ChartField to track financial data
### Fund Code Fringe - Overview

**Business Need Gap:** Sometimes we do not know the fund code or it is incorrectly entered when the SmartKey is originated

**The Result:** ...

| Significant corrections (reclassification) to move all the expenditures to the updated fund (SmartKey). | Drives incorrect fringe calculations for payroll entries. | Until cleanup of journal entries, RSTs (Request for Salary Transfers), PO’s and other transactions are completed, reporting is negatively impacted. |
Use **Project Type** field to designate Federal or Non Federal grants at the individual project level.

- **Recommendation**

Frees up line level transactions from federal/non-federal designation and relieves burden of transaction level corrections at a later date.

Minimizes the number of corrections if project is reclassified during the grant lifecycle.

Reduces the number of cost transfer that OGCA and the departments have to complete.

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.
Existing Challenges that Require Re-Classification:

• Grant transactions that need to be reclassified due to fund code corrections, cost transfers, and cost sharing.

• Grant Out of Bounds Corrections: another type of correction entry that originates due to transactions attempting to charge a grant after the allowable project close window.

• Details of current reclassification or correction entries are currently lost due to summarization and are therefore not easily traceable in the data warehouse reporting.

Request:
Simplify the process to perform a bulk re-class that includes all of the necessary debits and credits.
We would like to create a new custom Journal application with the ability to move/re-class Journal entries (detailed data) from existing ChartFields to new ChartField strings. We have a lot of uncertainties to work out. We will provide updates on the progress of this in early Fall.

The tool would allow a User to:

- search for candidates to move/re-class using ChartFields or SpeedTypes
- select candidates to move/re-class
- enter the destination ChartField strings (either new ChartField string or SpeedType)
Emory has a significant number of external systems (30-40) that must send financial entries to the Compass/PeopleSoft General Ledger (GL).

The process to post these entries is called Journal Entry Engine (JEE).

There is an underlying assumption with the original JEE that all entries must post somewhere requiring massive clean-up effort.

There is a current need to remedy common issues that complicate the process to post these 3rd party entries at Month End Close processes.
Journal Entry Engine - Recommendation

Enhance the existing Journal Entry Engine customization. The process would remain the same on the front end but as invalid lines are detected during processing they would go through the following process:

- An invalid Account value will be replaced with the Default Account (instead of the current method where a technical person corrects the file).
- Blank Account values will be replaced with Default Accounts.
- We are evaluating process improvements around test files prior to posting.
Unified Reporting

Business Case Review and Project Scope Methodology
Unified Reporting - Overview

As of January 2015:

- 16,000+ Private Queries
- ~2,700 Public Queries
- 600+ nVision Report formats
- 121 Custom Emory reports (non-nVision)

Comments from Listening Tour sessions, indicates user frustration in determining which query or report they should use to obtain the data and information that they need.
## Projected View - Unified Reporting

<table>
<thead>
<tr>
<th>Type</th>
<th>Impacted Population</th>
<th>Description</th>
<th>Current state to Future State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Query</td>
<td>All Users</td>
<td>Count is expected to drop by 50% due to cleanup, as training on other tools improves and as Public Queries are better cataloged</td>
<td>Reduce by 50%</td>
</tr>
<tr>
<td>Public Queries</td>
<td>All Users</td>
<td>Count is expected to drop by 50% due to cleanup, as training on other tools improves and as Public Queries are better cataloged</td>
<td>Reduce by 50%</td>
</tr>
<tr>
<td>nVision</td>
<td>Financial Reporting</td>
<td>End goal is to migrate Campus end users to EBI</td>
<td>Migrate Campus end users to EBI</td>
</tr>
<tr>
<td>SQR</td>
<td>LITS, Grants, &amp; Healthcare</td>
<td>Remain largely unchanged</td>
<td>No Change</td>
</tr>
<tr>
<td>Crystal Reports</td>
<td>Procure to Pay &amp; Billing</td>
<td>Replaced with BI Publisher</td>
<td>Replaced with BI Publisher</td>
</tr>
<tr>
<td>EBI</td>
<td>All Users &amp; Executives</td>
<td>According to the <a href="#">Listening Tour feedback</a>, EBI has been well received and is becoming more of the <a href="#">preferred reporting tool</a> for Campus end users of financial data</td>
<td>Increase EBI Use</td>
</tr>
</tbody>
</table>
### Recommendations

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Clean-up</strong> or archive the queries/reports no longer used.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Document</strong> the functionality of remaining queries so users know which query to run and the expected results.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Retrofit</strong> the remaining queries/reports for new PeopleSoft functionality or structure changes.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Create</strong> new queries/reports that are needed to support the module business cases.</td>
</tr>
</tbody>
</table>
Going Forward….

- Ongoing clean-up, documentation and retrofitting of existing queries/reports
- Create design documents for approved new reports

Look for communications regarding…..
- Query Manager access
- Clean up of private queries

Timeline subject to change

Fiscal Year

Any additional “new” reports requested after the Design/Build phases will go through an approval process.
What About Training?

Step 1: Idea Gathering
- Design Concepts

Step 2: “Wish List”
- Detailed Engineering Plan

Step 3: “Reality”
- Design- Business Processes & PeopleSoft Functionality

Step 4: Build/Construct

Step 5: Inspection

Step 6: Final Walkthrough

We are here

Listening Tours

Business Case Approval

Development

User Acceptance Testing

Training
Training Strategy & Approach

Instructor-led Training
(classroom training)

Virtual Instructor-led Training
(webinars)

Quick Reference Cards

Go-Live Desk-side Support & Finance Client Support Center

Leverage Communications Council to localize training content (customize scenarios)

On-Demand “How-To” Modules
(self-paced web training)

Pre-Learning
(interactive labs)

Managed & tracked by Emory’s Learning Management System (ELMS)

Trainer Readiness

End User

Quick Reference Cards

High-Touch

Low-Touch

Go-Live Desk-side Support & Finance Client Support Center

Quick Reference Cards
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

**VISIT.**

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

**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.**

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

**REACH OUT.**

Send emails to compassupgrade@emory.edu
For any questions, comments, concerns
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
Thank you for attending this Compass Outreach Session!

Check the **website** for information on future Compass Outreach Sessions

[upgrade.compass.emory.edu](https://upgrade.compass.emory.edu)