Housekeeping

• Please set cell phones and pagers to silent

• Handouts

• Note cards for questions

• Sign-in sheets
Welcome and Introductions

**Presenters:**

- Anne Sullivan, Executive Vice President for Finance
- Jeff Scott, Executive Vice President, Student and Administrative Services
- Rich Mead, LA Retrofit Functional Lead, Executive Vice President for Finance
- Frank Iovino, Executive Director of Payroll, Controller’s Office
- Jim Lindner, Assistant Vice President, CU Human Resources
- Ginny Kaplan, PAC/LA Change Management Lead, CU Human Resources
Project Scope

- Redesign our Chart of Accounts in PeopleSoft Financials
- Implement a new General Ledger (core accounting module)
- Implement new Accounts Payable and Purchasing modules
- Implement Project Costing module; allows us to track certain activity across fiscal years
- Retrofit current Budget Tool for a new Chart of Accounts
- Retrofit HR / Labor Accounting system for a new Chart of Accounts
- Design New Reporting—queries “in the system” and from the data warehouse
- Conduct Training
What is a Transition Session?

- Transition Sessions are intended to promote awareness and orientation to the changes that FIN ERP will bring and prepare you for the formal training and deployment of the new solution.

- Formal System Training will begin in April 2012 (ARC) and May 2012 (PAC).

- Objectives for Today:
  - Provide Update on Status of Current Labor Accounting Functionality
  - Describe Scope of PAC/LA Retrofit
  - Introduce Chart of Accounts and Department Tree
  - Explain How to Access Reports
  - Communicate What to Expect for FY 2012 Close
  - Communicate Training and Support Process and Tools
Welcome and Introductions

Core Team Members:

- Pilar Alayo, CUHR Information Systems
- Sheila Astudillo, CUHR Information Services
- Sonia Blunte, Payroll
- Ginny Kaplan, CUHR
- Denise Luciano, CUHR Training
- Rich Mead, EVPF
- Paul Meck, CUHR Information Services
- Edna Rilveria, CUHR Information Services
- Earline Sutton, CUHR Information Services
- Pui Yi Wong, CUHR Information Services

Extended Team Members and Subject Matter Experts:

- Diya Bhattacharya, SIPA
- Paul Dworkis, Student and Administrative Services
- Janet Horan, Business
- Frank Iovino, Payroll
- Jim Lindner, CUHR
- Mayra Marte-Miraz, Medicine
- Lenny Ruiz, CUMC Payroll
- Joey Werst, Arts & Sciences
- Syed Yousuf, CUIT
## System Go-Live - July 1, 2012

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<th>2010</th>
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<td>Analyze &amp; Design</td>
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<td>Test &amp; Training</td>
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- **FIN ERP is our Project**
- **ARC is the name of our new financial system**
PAC/Labor Accounting Update
PAC/Labor Accounting Update

• Over the last 6 months, the HR and Payroll team has delivered over 100 fixes and enhancements to Labor Accounting functionality

• These include significant functional enhancements including 2 new mass review pages and a workflow status page
## Outstanding Issue

- Non-Government grants currently being undercharged fringe (i.e., they are not being charged the additional fringe)
- FICA taxes for 120 Students on the January 2012 biweekly payroll were incorrectly over-withheld
- Departments overcharged fringe for student employees working during inter-session -- Summer 2011 and Winter 2012
- End date missing from some salary distributions charged to non-restricted funds
- Data for some Cost Transfers by dollar amount was not reported accurately in other systems, including FAS
- FAS/PAC reconciliation

## Resolution

- **Central**: will create journal entries to correct undercharged accounts
- **Central**: will adjust student FICA and students will be made whole, based on their current status
- **Central**: will create cost transfers to correct fringe changes for these student earnings
- **Central**: program being created to systematically identify missing end date and input a 6/30/2012 end date
- **Central**: create new file for external systems, as required, with missing data
- **Central**: continuing to monitor data being sent to FAS, and will update/correct as necessary

## Timeline

- **Mid-February**
- **Early February**
- **Mid-February**
- **May 2012**
- **Winter 2012**
- **Ongoing**
# LA Development Work Underway

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<thead>
<tr>
<th>Outstanding Issue</th>
<th>Resolution</th>
<th>Timeline</th>
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<tr>
<td>• Some cost transfers by dollar amount not being distributed appropriately</td>
<td>• <strong>Central</strong>: analysis underway to determine source of problem</td>
<td>• Winter 2012</td>
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<td>• Payments for some Add Comps where an existing transaction is modified is resulting in overpayments</td>
<td>• <strong>Central</strong>: problem identified and programming underway to rectify issue</td>
<td>• Winter 2012</td>
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<td>• PAC suspense report not available</td>
<td>• <strong>Central</strong>: review/testing of report underway with key stakeholders</td>
<td>• Winter 2012</td>
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<td>• Users with large Worklists experiencing performance issues with the Mass Approval pages</td>
<td>• <strong>Central</strong>: development currently underway to resolve the performance issue</td>
<td>• Winter 2012</td>
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<tr>
<td>• PAC does not capture updated account attributes from FAS</td>
<td>• <strong>Central</strong>: manual workaround exists until ARC/PAC-retrofit go-live</td>
<td>• July 2012</td>
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<tr>
<td>• Salary Distribution transactions are not retroactive, they are only for the current and future periods</td>
<td>• <strong>Central</strong>: enhance Salary Distribution functionality to allow for retroactive funding changes which would eliminate the need for most cost transfers</td>
<td>• Post-go-live</td>
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What Happens Going Forward

• Freezing the PAC system during Retrofit/ERP testing is important - But not absolute

• The FIN ERP team will continue to work closely with HR and Payroll to ensure that any emerging critical issues are addressed

• A governance structure is in place to review and address emerging issues for which there is no acceptable work-around affecting:
  • employee payroll
  • self-service
  • accounting (especially grant, fringe or closing)
Assistance with Your Transactions

HRPC Helpdesk
• 212-851-2888
• [http://hr.columbia.edu/hrpc-inquiry-form](http://hr.columbia.edu/hrpc-inquiry-form)

Payroll Accounting Campus Office Hours

**Morningside Campus**
Wednesdays, 9:00 a.m. - 5:00 p.m.
701 Lewisohn Hall
118th Street and Broadway
To Schedule Appointments Contact: Michelle Powell, Payroll Analyst - 212.851.2854 or mp2503@columbia.edu

**CUMC**
Tuesdays, 9:00 a.m. - 5:00 p.m.
P & S Building, Room 2-460
630 West 168th Street
To Schedule Appointments Contact: Jeff Urstadt, Payroll Analyst - 212.851.2842 or ju2170@columbia.edu

Training

• Instructor Led Training – All Elements of HR and LA Transactions ([http://managers.hr.columbia.edu/tig/PAC/training#fast](http://managers.hr.columbia.edu/tig/PAC/training#fast))

• Online Training via CourseWorks – All Labor Accounting Functionality and Job Aids ([https://newcourseworks.columbia.edu/portal/site/PAC%20Labor%20Accounting](https://newcourseworks.columbia.edu/portal/site/PAC%20Labor%20Accounting))
PAC/Labor Accounting Retrofit Scope
Existing reports being retrofit to work with new COA and Departments

4 new reports being developed for Financial Data Store (FDS)

Approximately 60 PAC Interfaces

30 Modified to work with new COA and Departments

Adding Search Functionality to 4 Existing Online Pages

Creating 2 New Pages

Old department values to new department values

Employees/Positions from old departments to new departments

FAS to new Chart of Accounts

FY12 close will be in old Chart of Accounts (FAS)
Department Tree
# Definitions of Department Tree Levels

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<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Example</th>
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<tr>
<td>1</td>
<td>University</td>
<td>Total University</td>
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<td>2</td>
<td>Campus</td>
<td>e.g., Morningside Academic</td>
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<tr>
<td>3</td>
<td>School/Admin rollup for reporting</td>
<td>e.g., Professional Schools</td>
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<tr>
<td>4</td>
<td>Schools/Administrative Units</td>
<td>e.g., Graduate School of Architecture, Planning and Preservation (GSAPP)</td>
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<tr>
<td>5</td>
<td>Sector Rollup</td>
<td>e.g., ARH Administration</td>
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<tr>
<td>6</td>
<td>Academic Department/Business Unit</td>
<td>e.g., ARH Instruction</td>
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<tr>
<td>7</td>
<td>Division</td>
<td>e.g., ARH Urban Design</td>
</tr>
<tr>
<td>8</td>
<td>Detailed Department (financial departments)</td>
<td>e.g., ARH Student Services</td>
</tr>
</tbody>
</table>
Graduate School of Architecture, Planning and Preservation
(Excerpt for Discussion Purposes Only)

Level 4: School/Administrative Unit

Level 5: Reporting only roll-up

Level 6: Academic Department/Major Administrative Department

Level 7: Division

Level 8: Business Unit
Chart of Accounts
Chart of Accounts and ComboCodes

- A Combination Code, or ComboCode, is a 10-digit number used in PAC that represents where to charge earnings.

- Currently, ComboCodes are the 6-digit FAS account number and the 4-digit subcode.

- In the new Chart of Accounts, the ComboCode will be a 10-digit system-generated number which represents a unique ChartString.
Large 9-Ledgers will have their own B.U.s

Natural Account (replaces SubCode / Account Control)

Organization Chart (replaces BU/MU, Dept, some SLs)

Fund Type (replaces Ledger number)

Project Type (multi-year or fiscal year only)

Business Purpose (replaces many SL Accts)

Component of a Multi-Year Project

Fund Source (replaces GL Acct)

COB Line (replaces Exp Function attribute)

Building Number or Country Code

Person or Element (replaces many SL Accts)

Required

Conditionally Required

System Derived
• Just as the FAS Account is the key to Labor Accounting transactions today, the key to Labor Accounting transactions going forward will be the ChartString

• PAC will continue to use ComboCodes, as it does today

• Users will have the option of either searching for/keying in the ChartFields or entering the ComboCode
Online Pages
Online Pages

• The retrofit will update each of the existing online pages to work with the new Chart of Accounts and Departments

• ComboCodes will continue to be used in PAC, but they will be system-generated numbers that represent a unique ChartString

• The transaction pages being updated are:
  ➢ Template-Based Hire
  ➢ Salary Distribution
  ➢ Additional Compensation
  ➢ Cost Transfers
New PAC Page to Search ComboCodes – LA Pages

ChartField/ComboCode search feature added to all online pages
New PAC Page to Search ComboCodes – TBH

ChartField/ComboCode search feature modified for Template Based Hire pages

Look Up Combination Code

- Combination Code: begins with 4103755600
- ARC Business Unit: begins with
- Project/Grant: begins with UR004850
- Activity ID: begins with
- Initiative: begins with
- Segment: begins with
- Site: begins with

50010
5010302
System Created ComboCodes – At Go-Live

Labor Accounting Transactions:
- FY11 & FY12 Payroll Transactions
- Active and Future Add Comp Transactions
- FY13 Salary Distributions

Budget Tool

COA Crosswalk

ComboCodes
# Create New ComboCodes

<table>
<thead>
<tr>
<th>If a ComboCode Does Not Exist…</th>
<th>If a ChartField Does Not Exist…</th>
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</thead>
<tbody>
<tr>
<td>ComboCodes can be created in real-time by select users entering valid ChartFields into the new ComboCode create page</td>
<td>Request a new ChartField in ARC (limited to select users)</td>
</tr>
<tr>
<td>Schools/Admin Units will be able to assign users to a new PAC Security role to create new ComboCodes</td>
<td>Once a new ChartField is approved and created in ARC, it will be available for users in PAC to create new ComboCodes</td>
</tr>
</tbody>
</table>
Create New ComboCodes

New page allows users to create new ComboCodes real-time in PAC
### ComboCode Description

#### Combination Code Table

- **SetID:** CUSET
- **Process Group:**
- **GL Combination Code:** 1307102155

#### Combination Code Detail

- **Effective Date:** 01/19/2012
- **Status:** Active

#### ChartField Detail

- **ARC Business Unit:** COLUM (Columbia University)
- **Account:** 50010 (Prof (Tenured))
- **Department:** 2080000 (Law Library Center)
- **PC BU:** GENRL (General)
- **Project/Grant:** UR001307 (Parker Retention)
- **Activity ID:** 01
- **Initiative:** 60001 (LAW Research)
- **Segment:** 5500043 (LAW Parker Professor)

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**COLUMBIA UNIVERSITY**

IN THE CITY OF NEW YORK
Source of ComboCodes -- Ongoing

ComboCodes

Budget Tool
Reporting / Interfaces
# Reporting on PAC Data

## PAC

- **Production:**
  - Manager Self-Service Reports

- **Reporting:**
  - Payroll Actuals (incl. encumbrances)
  - Suspense Detail
  - Funding Set-up
  - Fringe Rate by Employee

## HR DataStore

- Employee Personal/Job Data
- Employee OVT /Casual Data
- Department Administrator
- Upcoming/Past Visa/Permit/Expiration Data
- Active Position
- Active Positions and Incumbents
- Upcoming/Past Appointment End Date
- Post Docs Demographics
- Termination

## Financial DataStore (FDS)

- Payroll Summary
- Payroll Detail
- Employee by ChartString
- Employee by Department

- **Reports on data post-July 2012 will display new departments, ComboCodes and ChartFields**

- **Historical reporting on old departments and FAS accounts will be available in existing DWH**

- **DARTS will be frozen after the FY12 close and made available only for historical reporting**
• 30 Interfaces will be impacted by the PAC Retrofit Project
Fiscal Year End / Conversion
FY 2012 Close (aka June 31st) will be completed in FAS and current PAC systems

- Transactions with effective dates 6/30/2012 and earlier
- Current Chart of Accounts (FAS Accounts and Subcodes)

FY 2013 and go-forward will be completed in retrofitted PAC and ARC

- Transactions with effective dates 7/1/2012 and later
- New ChartFields and new ComboCodes
Employee Conversion

All active employees will be converted from current Admin and Position departments to new departments, based on HR Position Mapping.

All terminated employees will be converted programmatically and accessible based on their last position.

All vacant positions will be converted from current Position department to new departments, based on HR Position Mapping.
Data Conversion – Salary Distribution Rollover

Pre-Go Live
- Confirm/Create Salary Distributions as Needed

Go-Live/Conversion
- FYE Rollover
- Convert Funding Departments
- Convert Funding to New ChartStrings

Post-Go Live
- Confirm/Create Salary Distributions as Needed

Project Team
- The system will create FY13 salary distributions, based on the following criteria:
  - Salary charged to grant accounts where the funding end date is **Greater Than** June 30, 2012
  - Salary charged to non-grant accounts where the funding end date is **Greater Than or Equal To** June 30, 2012
- System-created FY13 profiles will be converted to new department values based on HR employee mapping
- FAS accounts & subcodes in system-created FY13 profiles will be converted to new ChartStrings

Departments
- Confirm all employees have FY12 salary distribution profiles
- Create FY13 salary profiles, as needed

Departments
- Confirm all employees have FY13 salary distribution profiles
- Create/update, as needed, FY13 salary distribution profiles
Data Conversion – Additional Compensation

Pre-Go Live
- Enter New Add Comps as Needed

Go-Live/Conversion
- Identify All Ongoing and New Add Comps
- Convert Funding Departments
- Convert Funding to New ChartStrings

Post-Go Live
- Enter /update add comps as needed

Departments
- Confirm all ongoing and future-dated Additional Comp transactions that start after or continue past July 1, 2012

Project Team
- Ongoing and future add comps will be converted
- No changes will be made to end dates
- FAS to ChartString conversion will be based on COA mapping

Departments
- Review / Create / Update, as needed, ongoing and future add comps
# 2012 Fiscal Year End and Conversion Timeline

## 1\textsuperscript{st} System Conversion:
- Convert employees to new departments
- Convert FY13 Salary Distribution and Add Comp to new COA

## 2\textsuperscript{nd} System Conversion:
- New payroll transactions and Cost Transfers on FY12 and FY13 transactions completed in retrofitted PAC and sent to ARC/FDS

## Early July 2012
- Convert departments and FY13 transactions

## Post FY12 LA Close
- Convert LA transactions to new COA

## July 2012
- FY12 Close in existing systems

## June 31\textsuperscript{st} Period:
- Cost transfers on FY12 and FY11 transactions completed in PAC and sent to FAS/DARTS
- New payroll transactions completed in retrofitted PAC using ChartFields and sent to ARC/FDS
Security
PAC Security

Workflow
Defines path a transaction takes
Defines what transactions a user can approve

Roles
Defines transactions and pages a user can access

Permissions
Defines what employees a user can see

PAC Security remains the same…only the departments change
## ARC and PAC/LA Training Timeline

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<th>CORE FIN ERP TRAINING</th>
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<td>Design</td>
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<th>CORE PAC/LA TRAINING</th>
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<td>Pilot Training</td>
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<td>Wave 1: Deliver WBT (Introductory Level)</td>
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<td>Wave 2: Deliver WBT &amp; ILT (Detail level)</td>
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<td>Follow-Up Training</td>
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<th>TRANSITION SESSIONS</th>
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## PAC / Labor Accounting Training

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<th>Category</th>
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| **Scope**         | - Training will focus on the key changes to the existing Labor Accounting system  
                    - Integration of new Chart of Accounts and Department Structure  
                    - System Stabilization Enhancements and Fixes (CSRs) |
| **Delivery Methods** | - The primary training delivery method will be web-based courses  
                    - Users will also have the ability to attend instructor-led learning labs to reinforce concepts presented during web-based training |
| **Delivery Schedule** | - Labor Accounting “Changes” course will be available by early May  
                    - Revised lessons for each module will be available  
                    - Learning-labs will be offered |
| **System Access** | - To maintain PAC access, the Intro to GL course and the “Changes “course are required, along with the associated knowledge checks. A score of 90% must be achieved  
                    - Knowledge checks can be taken up to three times without obtaining a score of 90% or higher before being required to participate in supplemental training (i.e. learning labs)  
                    - Users may retake all of the updated PAC Labor Accounting training courses if they choose |
Help Desk Highlights

Additional Staff
- Additional staff added to support the Help Desk

Knowledge Base
- Integrated processes and procedures documented and available for service desk reference

Tool Set
- New telephony system
- New issue management and resolution system

Metrics
- Increased reporting and metrics available
Facilitated Q&A
Meeting Wrap-Up
Project Resources

• Review FIN ERP Project Website:  

• Send Questions to FIN ERP Project Email Address: FINERP@columbia.edu

• School / Admin Unit Liaisons (see following slide for detailed list)
Your Extended Support Network: FIN ERP School/Admin Unit Liaisons

Alumni and Development – Hannia Smith
American Assembly - Karla Garcia
Architecture - Elizabeth Alicea
Arts and Sciences - Ellen Binder
Athletics - James Grate
Business School - Janet Horan
Columbia College - Andrea Burrell
Continuing Education - Karyn Smith
Columbia Technology Ventures - Tony Cerone
CUMC - Raquel Marin-Oquendo
  • MSPH – Jody Grunfeld
  • FPO – Leyland Joseph
  • Nursing – Jason Wright
  • Dental – Sara Patterson
Earth Institute – Paige Lyne
Facilities - Barbara Tracy
Finance - Lisa Rogerson
General Counsel - Helene Newman

General Studies - Robert Hoffmeister
GSAS - Rebecca Hirade
Journalism School – Lucia Viterbo
Kraft Center for Jewish Life - James Levin
Lamont Doherty Earth Observatory - Edith Miller
Law School - Gabriele Werffeli
Libraries - Kristine Kavanaugh
President’s Office - Kate Townsend
Provost’s Office - Michelle Baggan-Bacchus
Public Affairs/Government and Community Affairs - Allen Poole
Research - Debbie Stiles
School of Engineering and Applied Science - Anna O’Neill
School of International and Public Affairs - Patrick Bohan
School of the Arts - Barbara Batcheler
Social Work - Cynthia Kong
Student Administrative Services - Marcela Ruano
The School at Columbia – Jane Tian