Financials ERP

Reporting Transition Session

February 23, 2012
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
- Richard Hall, Project Director, CUIT PMO
- Alice Gleason, Deputy Controller / FIN ERP Functional Lead
- Ting Shi, CUMC Deputy Controller / GL Core Team
- Terry Park, Director of Procurement Systems / FIN ERP Procurement Functional Lead
- Paul Reedy, Executive Project Director, FIN ERP
- Kate Sheeran, Change Management Lead
Welcome and Introductions

Core Team Members:

- Karen Burke, CUMC Dept Surgery
- Kevin Cook, SPF
- Alice Gleason, Controller's Office
- John Hogan, Facilities
- Mike Kerstan, Controller's Office
- Brendan Mallee, EVPF
- Terry Park, Purchasing
- Ting Shi, CUMC Controller's Office

Extended Team Members and Subject Matter Experts:

- Harry Aristakesian, Internal Audit
- Carol Tycko, SPA
- Fran Caracappa, CUMC Controller
- Marlene D'Agostino, Anesthesia
- Brian David, Medicine
- Joel Fine, Libraries
- Jody Grunfeld, MSPH
- Karen Hoffer, Lamont
- Hugh Horowitz, Procurement
- Andy Hrycyk, General Studies
- Nancy Johnson, OMB
- Sean Johnson, Procurement
- Joe Labetti, Procurement
- Joann Li, Pathology
- Wil McKoy, CUMC Budget Office
- Donna Messina, Astronomy
- Ed Moroni, Law School
- Scott Norum, A&S
- Dorothy Pearlman, Internal Audit
- Michael Reich, Procurement
- Patricia Reid, Treasury
- Audrey Rosenblatt, Arts & Sciences
- Dionida Ryce, Basic Sciences
- Joshua Sakolsky, Art History and Archeology
- Eileen Valerio, Internal Audit
- Mary Ann Wanner, Dental School
- Anna Wojnarowska, Business School
Reporting Task Force Team Members

- Cheryl Grothaus, Controller’s Office
- Ed Hamilton, Controller’s Office
- Andrea Burrell, Columbia College
- Anthony Pramberger, MSPH
- Darren Averett, Ctr for Comp. Biology & Bioinformatics
- Donald Johnson, P&S
- Jeff Sieben, Journalism
- Kirsten Roberts, P&S
- Leyland Joseph, Faculty Practice Organization
- Lyneth Whitely, Alumni and Development
- Magdalena Mencia, CUMC
- Nancy Johnson, OMB
- Paul Cassidy, Engineering
- Raluca Marian, CSPH
- Steve Getz, P&S
- Wendy Villa, Dental
- Anna O’Neill, Engineering
- Barbara Batcheler, School of the Arts
- Christian Portilla, CUMC
- Ellen Binder, Arts & Sciences
- Jolyon Handler, Facilities
- Kristine Kavanaugh, Libraries
- Lara Khan, CUMC
- Lucia Viterbo, Journalism
- Patrick Bohan, SIPA
- Paul Dworkis, SAS
- Rebecca Hirade, GSAS
- Regina Scriven, Journalism
- Ruth Torres, Nursing
- Sara Patterson, CUMC
- Wanda Diaz, Barnard
- Wil McKoy, CUMC
- Ed Huang, CUIT
- Sankara Grandhi, CUIT
- Fran Caracappa, CUMC Controller’s Office
- Ron Forino, CUIT
- Zeid Sitnica, Provost’s Office
Financials ERP Scope

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
# Project Timeline

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3 months</td>
<td>5 months</td>
<td>5 months</td>
<td>6 months</td>
</tr>
<tr>
<td></td>
<td>Analyze &amp; COA Design</td>
<td>Design</td>
<td>Build</td>
<td>Test &amp; Training</td>
</tr>
<tr>
<td></td>
<td>3 months</td>
<td>5 months</td>
<td>6 months</td>
<td>5 months</td>
</tr>
<tr>
<td></td>
<td>Deploy/Support</td>
<td></td>
<td></td>
<td>6 months</td>
</tr>
</tbody>
</table>

- **FIN ERP is our Project**
- **ARC is the name of our new financial system**
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 ARC System Training will begin in April 2012.

- Objectives for Today:
  - Provide overview of FIN ERP Reporting solution
  - Summarize what is changing
  - Demonstrate how information will be accessed
  - Show examples of reports
Key System Components of the FIN ERP Solution
Reporting
What do we mean by reporting?

- All information that can be accessed to assist you with your financial responsibilities: budgeting, transacting, monitoring and analyzing.
Why do we need to change our current reporting solution?

• New financial system - ARC

• Opportunity for improved reporting functionality:
  – Real-time access to financial data
  – Improved ability to drill down to source transactions that make up a summary line item
  – Increased flexibility for security access to information
  – Consistent data across reporting platforms
Streamlining the Reporting Environments

- **FinSys**
  Canned reports against FAS/FFE, Procurement

- **FAS**
  “Bluesheet” Reports

- **Data Warehouse**
  LDS, FAS, AP/CAR, CAPS

- **DARTS**
  Approximately 16 standard reports against FAS and LA data

- **COB**
  Budget to Actuals reporting and financial statements

- **ARC**

- **University Data Store (UDS)**
The University Data Store (UDS) is the new data warehouse repository, where data from ARC, PAC/LA, Student, and Historical/Legacy system data will be stored.
ARC Portal – Entry into the Reporting Environments
ARC Portal – Entry into the Reporting Environments

ARC Portal

Access to Report Folders

...and Subfolders.
How Reporting Facilitates the Financial Cycle

Financial Cycle

Budget
- Sources of Funds
- Expenses by Type

Transact
- Transaction Status
- Transaction Details

Monitor
- Budget vs. Actual
- Encumbrances
- Fund Balance
- Claim on Cash

Analyze
- Budget vs. Actual Compares
- Department Rollups
- Direct/Indirect Sources & Uses

Key Reporting Info

Report Type

• Budget Tool
• Budget Column in Other Rpts

• Transaction Inquiry by Module

• Summary Statements
• Detail Statements
• Project Financial

• COB Suite of Reports
### Comparing Current State to Future State

<table>
<thead>
<tr>
<th>On-Line Inquiry</th>
<th>Current State</th>
<th>Future State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for transaction data</td>
<td><strong>Transaction Modules (FFE, AP/CAR, PAC)</strong></td>
<td><strong>Transaction Modules (ARC, PAC)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Canned Queries</th>
<th>Current State</th>
<th>Future State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ready-made data set</td>
<td><strong>Extracts from Data Warehouse</strong></td>
<td><strong>ARC Query Viewer FDS Data Extracts</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Canned Reports</th>
<th>Current State</th>
<th>Future State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-formatted reports</td>
<td><strong>DARTS, COB, FFE, Data Warehouse</strong></td>
<td><strong>ARC Report Manager FDS Reports PAC Reports</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ad Hoc Queries</th>
<th>Current State</th>
<th>Future State</th>
</tr>
</thead>
<tbody>
<tr>
<td>User-designed raw data request (authorized users only)</td>
<td><strong>Data Warehouse</strong></td>
<td><strong>ARC Query Manager FDS</strong></td>
</tr>
</tbody>
</table>
Future State Enhancements

On-Line Inquiry

- Fewer places to go
- Easier to download

Canned Queries

- More to choose from
- Easier to create

Canned Reports

- Fewer places to go
- Same data source

Ad Hoc Queries

- Availability
- Flexibility
Procurement Reports

On-Line Inquiry
- Review Vendors
- Vendor Aging
- Manage Requisitions
- Manage Receipts
- Purchase Order Inquiry
- Purchase Order Activity Summary
- Voucher Inquiry
- Match Workbench
- Payment Inquiry
- Procurement Document Status

Canned Queries
- P-Card Spend Drill Back
- Inactive Purchase Orders
- List of Open Commitments by Department
- Transactions Pending Approvals
- Denied Transactions
- Exceptions (Budget, Match)
- Purchase Orders requiring Receiving

Canned Reports
- Purchase Order Print
- Receiver Ship To Detail
- Source to Settle by Grant Code (Project)
Using Online Inquiries and Canned Queries

Need more information about a transaction or data set

Go to Transaction Pages or Query Viewer and select criteria

Results for search criteria are returned

Select transaction(s) for on-line review (e.g., attachments)

Download all data that meets criteria to a spreadsheet

<table>
<thead>
<tr>
<th>Init</th>
<th>Descr</th>
<th>Segme</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000</td>
<td>Conversion Default Segment</td>
<td>999999999</td>
</tr>
<tr>
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</tr>
<tr>
<td>000000</td>
<td>Conversion Default Segment</td>
<td>999999999</td>
</tr>
</tbody>
</table>
### Requisition Online Inquiry

#### The Procurement Lifecycle

**Requisitions**

To view the lifespan and line items for a requisition, click the Expand triangle icon:

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

<table>
<thead>
<tr>
<th>Req ID</th>
<th>Requisition Name</th>
<th>BU</th>
<th>Date</th>
<th>Status</th>
<th>Budget</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000114</td>
<td>0000000114</td>
<td>COLUM</td>
<td>02/08/2012</td>
<td>Pending</td>
<td>Valid</td>
<td>540.00 USD</td>
</tr>
<tr>
<td>0000000113</td>
<td>OnBase Test - TP</td>
<td>COLUM</td>
<td>02/02/2012</td>
<td>Pending</td>
<td>Valid</td>
<td>1,500.00 USD</td>
</tr>
<tr>
<td>0000000112</td>
<td>0000000112</td>
<td>COLUM</td>
<td>02/02/2012</td>
<td>PO(s) Created</td>
<td>Valid</td>
<td>15,000.00 USD</td>
</tr>
<tr>
<td>0000000111</td>
<td>0000000111</td>
<td>COLUM</td>
<td>02/02/2012</td>
<td>PO(s) Dispatched</td>
<td>Valid</td>
<td>15,000.00 USD</td>
</tr>
</tbody>
</table>

**Requester:** Requisition Entry  **Entered By:** Requisition Entry  **Priority:** Medium

**Pre-Encumbrance Balance:** 0.00 USD

**Request Lifespan:**

**Line Information**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Status</th>
<th>Price</th>
<th>Quantity</th>
<th>UOM</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Document Scanning Services</td>
<td>PO Dispatched</td>
<td>15,000.00000 USD</td>
<td>1.0000</td>
<td>EA</td>
<td>Non-UWPA Vendor (System Test)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Req ID</th>
<th>Description</th>
<th>BU</th>
<th>Date</th>
<th>Status</th>
<th>Price</th>
<th>Quantity</th>
<th>UOM</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000110</td>
<td>0000000110</td>
<td>COLUM</td>
<td>02/02/2012</td>
<td>Pending</td>
<td>100.00 USD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000000109</td>
<td>0000000109</td>
<td>COLUM</td>
<td>02/02/2012</td>
<td>Pending</td>
<td>100,000.00 USD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Voucher Online Inquiry Results

ARC Online

Export to Excel

Columbia University
In the City of New York
Financial Reports

- On-Line Inquiry
  - Journal Entry Transactions
  - Ledger Balances
  - Other inquiries

- Canned Queries
  - Reconciliation Queries (e.g. reconciliation between integrated system vs. GL)
  - Analysis Queries
  - Many more in development

- Canned Reports
  - Chartfield Statements
  - Trial Balances
  - COB Reports
  - Project Reports
  - Endowment Reports
  - Payroll Reports
  - See next page for details
Canned Financial Reports

**ChartField Statements**
- Department Summary Statement
- ChartField Summary Statement
- ChartField Detail Statement
- ChartField Transaction Detail

**Consolidated Operating Reports (COB)**
- COB Summary Operating
- COB Detail Operating
- COB Operating Statement by Fund
- COB Current Estimate Review with Extrapolation
- COB Expense Summary by Function
- COB Budget Comparison
- Budget Changes
- Internal Transfers
- Central/Non-Central
- Change in Fund Balance
- Fund Balance/Overdraft

**Trial Balance**
- Trial Balance by Business Unit(s)
- Trial Balance by Funds
- Trial Balance by Department(s)
- Trial Balance by ChartField
- Trial Balance by Account Detail

**Project Cost Reports**
- Project Information Notification (PIN)
- Sponsored Project Financial
- Non-Sponsored Project Financial
- F&A Recovery
- Project 25% Rebudget
- Project Cost Overrun

**Endowment Reports**
- Endowment Market Value Report
- Endowment Spending Report

**Payroll Reports**
- Payroll Summary
- Payroll Detail
- Employee by ChartString
- Department Payroll
Using Financial Reports

Drill down into balances by ChartField

Drill down into transactions or payroll (if available)

Request a Summary of specified data parameters

Review, download or print as is

Download to a spreadsheet

Drill down reports can also be run independently
# A Comparison of ChartField Reports vs. COB

<table>
<thead>
<tr>
<th>ChartField Reports</th>
<th>COB Summary/Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replaces DARTS</td>
<td>COB Reports are the same (updated for ChartFields)</td>
</tr>
<tr>
<td>Roll-up based on Department(s)</td>
<td>Roll-up based on Department(s)</td>
</tr>
<tr>
<td>All funds available for selection</td>
<td>Operating funds only</td>
</tr>
<tr>
<td>All reports use natural expense classifications (e.g. Salary, Supplies)</td>
<td>Summary uses functional expense (e.g., Instruction, Research)</td>
</tr>
<tr>
<td>Includes encumbrances</td>
<td>No encumbrances</td>
</tr>
<tr>
<td>Only includes prior and current year</td>
<td>Includes prior, current, and future years, with dollar and percent variances</td>
</tr>
<tr>
<td>The detail report includes attribute information</td>
<td>The detail report includes attribute information</td>
</tr>
<tr>
<td>Can drill down to transactions (incl. payroll)</td>
<td>No drilldown to transaction level</td>
</tr>
</tbody>
</table>
# ChartField Summary Report

**Columbia University**  
Project Summary Statement  
Project URO001001 - School Unrestricted  
For Period Ended xx/xx/xx

<table>
<thead>
<tr>
<th>Report ID:</th>
<th>RPT 108</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run ID:</td>
<td>574</td>
</tr>
<tr>
<td>Responsible Person:</td>
<td>John Smith</td>
</tr>
</tbody>
</table>

## Activity by Natural Account

<table>
<thead>
<tr>
<th>BU</th>
<th>Account</th>
<th>Account Description</th>
<th>Prior Year YTD</th>
<th>Prior Year Actual</th>
<th>Original Budget</th>
<th>Current Estimate</th>
<th>Month</th>
<th>Year</th>
<th>Balance Before Commitment</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
<th>Budget Balance Available</th>
<th>% Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLM 01</td>
<td>40000</td>
<td>Tuition</td>
<td>(650,000)</td>
<td>(700,000)</td>
<td>(750,000)</td>
<td>(780,000)</td>
<td>-</td>
<td>(750,000)</td>
<td>(30,000)</td>
<td>-</td>
<td>-</td>
<td>$(30,000)</td>
<td>96.15</td>
</tr>
<tr>
<td>COLM 01</td>
<td>40510</td>
<td>Application fee</td>
<td>(40,000)</td>
<td>(50,000)</td>
<td>(50,000)</td>
<td>(75,000)</td>
<td>-</td>
<td>(70,000)</td>
<td>(5,000)</td>
<td>-</td>
<td>-</td>
<td>$(5,000)</td>
<td>93.33</td>
</tr>
<tr>
<td>COLM 01</td>
<td>40540</td>
<td>Lab fees</td>
<td>(25,000)</td>
<td>(30,000)</td>
<td>(40,000)</td>
<td>(45,000)</td>
<td>(5,000)</td>
<td>(30,000)</td>
<td>(15,000)</td>
<td>-</td>
<td>-</td>
<td>$(15,000)</td>
<td>66.67</td>
</tr>
<tr>
<td>COLM 01</td>
<td>Total Revenue</td>
<td></td>
<td>(715,000)</td>
<td>(780,000)</td>
<td>(840,000)</td>
<td>(900,000)</td>
<td>(5,000)</td>
<td>(850,000)</td>
<td>(50,000)</td>
<td>-</td>
<td>-</td>
<td>$(50,000)</td>
<td>94.44</td>
</tr>
<tr>
<td>COLM 01</td>
<td>50010</td>
<td>Tenured faculty</td>
<td>262,500</td>
<td>350,000</td>
<td>400,000</td>
<td>420,000</td>
<td>35,000</td>
<td>315,000</td>
<td>105,000</td>
<td>105,000</td>
<td>-</td>
<td>-</td>
<td>75.00</td>
</tr>
<tr>
<td>COLM 01</td>
<td>53300</td>
<td>Officer of admin</td>
<td>37,500</td>
<td>50,000</td>
<td>60,000</td>
<td>60,000</td>
<td>5,000</td>
<td>45,000</td>
<td>15,000</td>
<td>15,000</td>
<td>-</td>
<td>-</td>
<td>75.00</td>
</tr>
<tr>
<td>COLM 01</td>
<td>54600</td>
<td>Support staff</td>
<td>18,750</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>2,083</td>
<td>18,750</td>
<td>6,250</td>
<td>6,250</td>
<td>-</td>
<td>-</td>
<td>75.00</td>
</tr>
<tr>
<td>COLM 01</td>
<td>59010</td>
<td>Fringe</td>
<td>105,188</td>
<td>140,250</td>
<td>160,050</td>
<td>166,650</td>
<td>13,888</td>
<td>124,988</td>
<td>41,663</td>
<td>41,663</td>
<td>-</td>
<td>-</td>
<td>75.00</td>
</tr>
<tr>
<td>COLM 01</td>
<td>Sub-Total Salary and Fringe</td>
<td></td>
<td>423,938</td>
<td>565,250</td>
<td>645,050</td>
<td>671,650</td>
<td>55,971</td>
<td>503,738</td>
<td>167,913</td>
<td>167,913</td>
<td>-</td>
<td>-</td>
<td>75.00</td>
</tr>
<tr>
<td>COLM 01</td>
<td>61400</td>
<td>Supplies</td>
<td>60,000</td>
<td>75,000</td>
<td>80,000</td>
<td>85,000</td>
<td>10,000</td>
<td>60,000</td>
<td>25,000</td>
<td>5,000</td>
<td>2,000</td>
<td>18,000</td>
<td>70.59</td>
</tr>
<tr>
<td>COLM 01</td>
<td>63005</td>
<td>Rental</td>
<td>37,500</td>
<td>50,000</td>
<td>60,000</td>
<td>60,000</td>
<td>5,000</td>
<td>45,000</td>
<td>15,000</td>
<td>5,000</td>
<td>10,000</td>
<td>7,000</td>
<td>75.00</td>
</tr>
<tr>
<td>COLM 01</td>
<td>65405</td>
<td>Utilities</td>
<td>21,000</td>
<td>25,000</td>
<td>30,000</td>
<td>28,000</td>
<td>3,000</td>
<td>21,000</td>
<td>7,000</td>
<td>7,000</td>
<td>-</td>
<td>-</td>
<td>75.00</td>
</tr>
<tr>
<td>COLM 01</td>
<td>Sub-Total OTPS</td>
<td></td>
<td>118,500</td>
<td>150,000</td>
<td>170,000</td>
<td>173,000</td>
<td>18,000</td>
<td>126,000</td>
<td>47,000</td>
<td>10,000</td>
<td>2,000</td>
<td>35,000</td>
<td>72.83</td>
</tr>
<tr>
<td>COLM 01</td>
<td>Total Direct Expenses</td>
<td></td>
<td>542,438</td>
<td>715,250</td>
<td>815,050</td>
<td>844,650</td>
<td>73,971</td>
<td>629,738</td>
<td>214,913</td>
<td>177,913</td>
<td>2,000</td>
<td>35,000</td>
<td>74.56</td>
</tr>
<tr>
<td>COLM 01</td>
<td>Net Direct Activities</td>
<td></td>
<td>(172,563)</td>
<td>(64,750)</td>
<td>(24,950)</td>
<td>(24,350)</td>
<td>68,971</td>
<td>(220,263)</td>
<td>164,913</td>
<td>177,913</td>
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**Claim on Cash**

- $125,000

**Fund Balance and Claim on Cash**

### Navigation Available

- Prior Month
- Detail Statement
- Payroll Summary
- Next Month
- Transaction Statement
- Payroll Detail
ChartField Detail Report

Each line has the unique ChartField combination (with both values and descriptions)

Same financial information as Summary Report

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Includes key attributes related to the ChartFields, (Department Rollup, Project Type, Owning Dept, Central/Non-Central, Initiative Type, etc.)
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# COB Summary Report

Report is the same as today

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<th>Month FY20 Actual</th>
<th>FY2 Original Budget</th>
<th>FY2 Current Estimate</th>
<th>FY3 Forecast</th>
<th>FY2 YTD vs FY1 YTD</th>
<th>FY2 Org Est vs FY2 Actual</th>
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</table>
COB Detail Report

Each line has the unique ChartField combination (with both values and descriptions)

<table>
<thead>
<tr>
<th>COB Report Line</th>
<th>Direct Exp Catgry</th>
<th>BU</th>
<th>Account</th>
<th>Account Descr</th>
<th>Dept</th>
<th>Fund Code</th>
<th>PC BU</th>
<th>Project</th>
<th>Project Descr</th>
<th>Activity</th>
<th>Initiative</th>
<th>Segmt</th>
<th>Site</th>
<th>Funct'n</th>
</tr>
</thead>
</table>

Functional Expense Lines, such as:

I. Direct Revenues and Support
   A. Tuition and fees
      1. Tuition and fees
      2. Less financial aid grants
         Net Tuition & Fees
   B. Government grants and contracts
      1. Direct
      2. Indirect
   C. Private gifts, grants, and contracts

Report is the same as today, with changes for ChartFields
### COB Detail Report (Cont’d)

**Additional Column Headers**

| Month FYxx YTD (prior year) | Month FYxx YTD (current year) | FYxx Actual (prior year) | FYxx Orig Budget | FYxx Cur Est | FYxx Forecast (future years) | Project Central/Non-Central | Project - Owning Dept | Project - Project Type | Project - Project Mgr | Project - Add'l Distrib | Project - ARRA | Project - Clinical Trial ID | Project - Interest Bearing | Initiativ Info | Segmt Info | Account Rech Center | Dept Affiliate | Dept Tree Level 7 | Dept Tree Level 6 | Dept Tree Level 5 | Dept Tree Level 4 | Dept Tree Level 3 | Dept Tree Level 2 |
|-----------------------------|------------------------------|--------------------------|------------------|-------------|-----------------------------|----------------------------|-----------------------|----------------------|---------------------|------------------------|---------------|-----------------------------|-----------------------------|----------------|-------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|

**Budget vs. Actual**

**Attributes**

**Department Detail**
## A Comparison of Project and ChartField Reports

<table>
<thead>
<tr>
<th>Project Reports</th>
<th>ChartField Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project to Date information</td>
<td>Fiscal Year to Date Information</td>
</tr>
<tr>
<td>Sponsored Project Summary has Natural Account Rollups</td>
<td>Summary has Natural Account Details</td>
</tr>
<tr>
<td>Project Budget Information</td>
<td>Original Budget and Current Estimate</td>
</tr>
<tr>
<td>Includes Encumbrances for Project Period</td>
<td>Includes Encumbrances for Fiscal Year</td>
</tr>
<tr>
<td>Can drill down to further detail</td>
<td>Can drill down to further detail</td>
</tr>
</tbody>
</table>
## Sponsored Project Financial Report – By Category

**Columbia University**

**Sponsored Project Financial Report – Summary by Budget Category**

**As of 12/31/2011**

Project Description: R01132543225  
Project Manager: Pam O’Neal  
Project Owning Department: Psychiatry  
Project Title: Immunosuppression with Anti-thymocyte Globuline, Rituximab, Tacrolimus  
Sponsor: American Heart Association

<table>
<thead>
<tr>
<th>Budget Account</th>
<th>Account Description</th>
<th>Total Budget</th>
<th>Month</th>
<th>Project</th>
<th>Balance Before Commitment</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
<th>Total Actual and Committed</th>
<th>Budget Balance Available</th>
<th>% Used</th>
<th>Project or Activity Burn Rate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>523251</td>
<td>Salaries and Wages</td>
<td>800,000.00</td>
<td>12,500.00</td>
<td>374,177.00</td>
<td>425,823.00</td>
<td>75,000.00</td>
<td>50,000.00</td>
<td>433,177.00</td>
<td>300,823.00</td>
<td>62%</td>
<td>115%</td>
</tr>
<tr>
<td>532555</td>
<td>Fringe Benefits</td>
<td>226,400.00</td>
<td>3,537.50</td>
<td>105,892.09</td>
<td>120,507.91</td>
<td>21,225.00</td>
<td>14,150.00</td>
<td>141,267.90</td>
<td>85,132.91</td>
<td>62%</td>
<td>115%</td>
</tr>
<tr>
<td>652541</td>
<td>Capital Equipment</td>
<td>75,000.00</td>
<td>25,600.00</td>
<td>52,432.00</td>
<td>22,566.00</td>
<td>-</td>
<td>-</td>
<td>52,432.00</td>
<td>22,566.00</td>
<td>70%</td>
<td>17%</td>
</tr>
<tr>
<td>652156</td>
<td>Supplies and Materials</td>
<td>100,000.00</td>
<td>12,503.00</td>
<td>22,100.00</td>
<td>77,300.00</td>
<td>6,000.00</td>
<td>12,000.00</td>
<td>40,100.00</td>
<td>59,300.00</td>
<td>40%</td>
<td>54%</td>
</tr>
<tr>
<td>685242</td>
<td>Other Direct</td>
<td>15,000.00</td>
<td>3,124.00</td>
<td>10,000.00</td>
<td>5,000.00</td>
<td>-</td>
<td>-</td>
<td>10,000.00</td>
<td>5,000.00</td>
<td>67%</td>
<td>163%</td>
</tr>
</tbody>
</table>

**Total Direct Expense**  
1,216,400.00  
57,264.50  
564,601.09  
651,798.91  
102,225.00  
76,150.00  
742,376.09  
473,423.91  
61%  
114%

| 698523         | F&A                      | 688,264.20   | 19,033.69 | 308,837.96  | 379,426.24                | 62,357.25   | 46,451.50       | 417,646.71                | 270,617.43               | 61%    | 110%                          |

**Total F&A Expense**  
688,264.20  
19,033.69  
308,837.96  
379,426.24  
62,357.25  
46,451.50  
417,646.71  
270,617.43  
61%  
110%

**Total Expense**  
3,121,064.20  
133,622.69  
1,438,040.14  
1,683,024.06  
266,807.25  
198,751.50  
1,930,598.89  
1,217,465.31  
61%  
113%

| Pre-Paid Vouchers Outstanding | 52,500.00 |

| Current F&A Base and Rate |

**Activity ID:**  
01  Federal Research  60.00%  
02  Federal Research  20.00%  
03  No F&A/Admin Fee  0.00%

Note: The calculation of salary encumbrances on this report are for budget and planning purposes only and in no way represent an agreement of ongoing employment or employment for a defined period.

---

**Navigation Available**

- Prior Month  
- Detail Statement  
- Payroll Summary  
- Next Month  
- Transaction Statement  
- Payroll Detail
# Project Cost Overrun

## Columbia University

**Project Cost Overrun Report**

*As of xx/xx/xx*

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Attributes</th>
<th>Department</th>
<th>Total Budget</th>
<th>Actual to Date</th>
<th>Overrun $ Before Commitment</th>
<th>Overrun % Before Commitment</th>
<th>Encumbrance</th>
<th>Pre-Encumbrance</th>
<th>Overrun $ After Commitment</th>
<th>Overrun % After Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>UR384652</td>
<td>7543305 Psychiatry</td>
<td>925,000.00</td>
<td>90,240.00</td>
<td>1,540,287.00</td>
<td>(615,287.00)</td>
<td>67%</td>
<td>272,754.00</td>
<td>57,273.00</td>
<td>(945,314.00)</td>
<td>102%</td>
</tr>
<tr>
<td></td>
<td>Total of Project URI384652</td>
<td>925,000.00</td>
<td>90,240.00</td>
<td>1,540,287.00</td>
<td>(615,287.00)</td>
<td>67%</td>
<td>272,754.00</td>
<td>57,273.00</td>
<td>(945,314.00)</td>
<td>102%</td>
</tr>
<tr>
<td>UR855274</td>
<td>7543305 Psychiatry</td>
<td>200,000.00</td>
<td>374,177.00</td>
<td>647,420.00</td>
<td>(147,420.00)</td>
<td>87%</td>
<td>79,022.00</td>
<td>18,124.00</td>
<td>(271,323.00)</td>
<td>136%</td>
</tr>
<tr>
<td></td>
<td>Total of Project URI855274</td>
<td>200,000.00</td>
<td>374,177.00</td>
<td>647,420.00</td>
<td>(147,420.00)</td>
<td>87%</td>
<td>79,022.00</td>
<td>18,124.00</td>
<td>(271,323.00)</td>
<td>136%</td>
</tr>
<tr>
<td>AG325412</td>
<td>7543305 Psychiatry</td>
<td>490,000.00</td>
<td>97,797.00</td>
<td>750,653.00</td>
<td>(260,653.00)</td>
<td>53%</td>
<td>169,855.00</td>
<td>42,148.00</td>
<td>(472,656.00)</td>
<td>96%</td>
</tr>
<tr>
<td></td>
<td>Total of Project AG325412</td>
<td>490,000.00</td>
<td>97,797.00</td>
<td>750,653.00</td>
<td>(260,653.00)</td>
<td>53%</td>
<td>169,855.00</td>
<td>42,148.00</td>
<td>(472,656.00)</td>
<td>96%</td>
</tr>
</tbody>
</table>

**Total of General Unrestricted**

690,000.00 | 97,797.00 | 1,124,830.00 | (434,830.00) | 244,917.00 | 60,272.00 | (744,019.00) | 75% |

| GT352496     | 7543305 Psychiatry  | 225,000.00  | 308,630.00   | (83,630.00)   | 37%                         | 70,492.00   | 13,842.00        | (167,964.00)                | 75%                         |
|              | Total of Project GT352496 | 225,000.00  | 308,630.00   | (83,630.00)   | 37%                         | 70,492.00   | 13,842.00        | (167,964.00)                | 75%                         |
| GT842543     | 7543305 Psychiatry  | 440,000.00  | 17,381.00    | 667,632.00    | (227,632.00)                | 52%                         | 139,702.00  | 14,683.00        | (382,017.00)                | 87%                         |
|              | Total of Project GT842543 | 440,000.00  | 17,381.00    | 667,632.00    | (227,632.00)                | 52%                         | 139,702.00  | 14,683.00        | (382,017.00)                | 87%                         |

**Total of Operating Gifts UR and TR**

665,000.00 | 17,381.00 | 976,262.00 | (311,262.00) | 210,194.00 | 28,525.00 | (549,981.00) | 5%|

| GG343652     | 7543305 Psychiatry  | 1,050,000.00 | - | 852,436.00 | 197,564.00 | -19% | 121,747.00 | 18,058.00 | 57,749.00 | -5% |
| GG343652     | 7543305 Psychiatry  | 360,000.00   | - | 466,465.00 | 106,465.00 | 30%  | 98,332.00  | 17,822.00 | (222,619.00) | 62% |
## Payroll Summary Report

### Fiscal year to date information

<table>
<thead>
<tr>
<th>Combo Code</th>
<th>ChartString</th>
<th>Employee Information</th>
<th>Period to Date Salary</th>
<th>Period to Date Fringe</th>
<th>Fiscal to Date Salary</th>
<th>Fiscal to Date Fringe</th>
<th>FTD - Encum Salary</th>
<th>FTD - Encum Fringe</th>
<th>FTD - Cumulative Salary</th>
<th>FTD - Cumulative Fringe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000012345</td>
<td>ChartFields</td>
<td>John Smith</td>
<td>3,000</td>
<td>990</td>
<td>3,000</td>
<td>990</td>
<td>9,000</td>
<td>2970</td>
<td>12000</td>
<td>3,960</td>
</tr>
<tr>
<td>1000054321</td>
<td>ChartFields</td>
<td>Mary Jones</td>
<td>5,000</td>
<td>1,650</td>
<td>5,000</td>
<td>1,650</td>
<td>15,000</td>
<td>4,950</td>
<td>2,0000</td>
<td>6,600</td>
</tr>
<tr>
<td>1000067890</td>
<td>ChartFields</td>
<td>Tom Parker</td>
<td>15,000</td>
<td>4,950</td>
<td>15,000</td>
<td>4,950</td>
<td>45,000</td>
<td>14,850</td>
<td>6,0000</td>
<td>19,800</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td>23,000</td>
<td>7,590</td>
<td>23,000</td>
<td>7,590</td>
<td>69,000</td>
<td>22,770</td>
<td>92,000</td>
<td>30,360</td>
</tr>
</tbody>
</table>
## Additional Column Headers

<table>
<thead>
<tr>
<th>Project to Date Salary</th>
<th>Project to Date Fringe</th>
<th>PTD - Encum Salary</th>
<th>PTD - Encum Fringe</th>
<th>PTD - Cumulative Salary</th>
<th>PTD - Cumulative Fringe</th>
<th>Encumbrance Start Date</th>
<th>Encumbrance End Date</th>
<th>Project Activity Start Date</th>
<th>Project Activity End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000</td>
<td>3,300</td>
<td>9,000</td>
<td>2,970</td>
<td>19,000</td>
<td>6,270</td>
<td>10/01/12</td>
<td>06/30/13</td>
<td>07/01/11</td>
<td>06/30/13</td>
</tr>
<tr>
<td>20,000</td>
<td>6,600</td>
<td>15,000</td>
<td>4,950</td>
<td>35,000</td>
<td>18,500</td>
<td>10/01/12</td>
<td>06/30/13</td>
<td>09/01/10</td>
<td>12/31/13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10/01/12</td>
<td>06/30/13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30,000</td>
<td>9,900</td>
<td>26,000</td>
<td>7,920</td>
<td>54,000</td>
<td>24,770</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Payroll Detail Report

**Period to Date:** From **July** Thru **July** Year: **2012**

<table>
<thead>
<tr>
<th>Combo Code</th>
<th>ChartString</th>
<th>Employee Information</th>
<th>Trans Type</th>
<th>Earn Code</th>
<th>Period Salary</th>
<th>Reg Fringe</th>
<th>Addl Fringe</th>
<th>A1 Fringe</th>
<th>A2 Fringe</th>
<th>GRA</th>
<th>Transaction Start Date</th>
<th>Transaction End Date</th>
<th>Project Activity Start Date</th>
<th>Project Activity End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000078625</td>
<td>ChartFields</td>
<td>Ann Tsu NML REG</td>
<td>REG</td>
<td></td>
<td>2,500</td>
<td>825</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td>07/01/12</td>
<td>07/31/12</td>
<td>03/01/11</td>
<td>06/30/12</td>
</tr>
<tr>
<td>1000078625</td>
<td>ChartFields</td>
<td>Ann Tsu NML OVT</td>
<td>OVT</td>
<td></td>
<td>75</td>
<td>24.75</td>
<td>.60</td>
<td></td>
<td></td>
<td></td>
<td>07/01/12</td>
<td>07/31/12</td>
<td>03/01/11</td>
<td>06/30/12</td>
</tr>
<tr>
<td>1000036580</td>
<td>ChartFields</td>
<td>Jim Baker CT 005</td>
<td>CT</td>
<td></td>
<td>1,000</td>
<td></td>
<td>169.20</td>
<td></td>
<td></td>
<td></td>
<td>07/01/12</td>
<td>07/31/12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|                |             |                     |            |           |               |            |          |          |          |     |                        |                        |                          |                        |
| Totals        |             |                     |            |           |               | 3,575      | 849.75   | 20.60    | 169.20   |     |                        |                        |                          |                        |

**Fringe shown by type**

**Enhancements**
**Report Recap**

- Access via the portal, with a menu of financial reports
- More data available through online inquiry than today
- Easier to download to spreadsheets
- Captures key elements of today’s most commonly used canned reports – with enhancements
- More report details (applicable to each module) will be covered in training
### Department Reports

- These reports are designed with Department Security
- Users can see their Department’s share of Project, Initiative, Segment, etc.
- Most FDS reports and all ARC On-Line inquiries and queries are based on Department Security

<table>
<thead>
<tr>
<th>Dept Descr</th>
<th>Project</th>
<th>Initiative Desc</th>
<th>Segmt Desc</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>GG012345</td>
<td>Research Prog</td>
<td>Smith</td>
<td>2,500</td>
</tr>
<tr>
<td>Chemistry</td>
<td>UR001001</td>
<td>Rsch Incentive</td>
<td>Smith</td>
<td>250</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,750</td>
</tr>
</tbody>
</table>

### Summary Reports by ChartField

These special reports in FDS utilize “Ownership” of a Project, Initiative or Segment. Owners can see all activity for these ChartFields, across Departments

<table>
<thead>
<tr>
<th>Dept Descr</th>
<th>Project</th>
<th>Initiative Desc</th>
<th>Segmt Desc</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>GG012345</td>
<td>Research Prog</td>
<td>Smith</td>
<td>2,500</td>
</tr>
<tr>
<td>Medicine</td>
<td>GG012345</td>
<td>Research Prog</td>
<td>Jones</td>
<td>1,650</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,150</td>
</tr>
</tbody>
</table>

### Payroll Information

- Detailed payroll can be restricted (“PAD”)
- We can also restrict certain users from seeing payroll by natural account
Security access can be assigned at any level of the tree.
The ARC Change Management team is preparing training that will allow you to do the following:

- Understand how to use the ARC Portal to access the information you need
- Understand the inquiries, reports and queries that are available in ARC
- Understand the reports available in the University Data Store (UDS)
- Understand the purpose of key reports and what information they can provide
Reporting Next Steps

• Reporting Task Force will continue to meet through go-live and beyond to confirm the reporting solution meets business needs.

• CUIT is proactively reaching out to Schools/Admin Units to assess their needs and assist in identifying solutions to ensure a smooth transition to the new reporting environments.
  
  • If you currently rely on a data extract from the Data Warehouse and we know about you, CUIT is meeting with individual Schools/Admin Units to confirm requirements.
  
  • Examples of current extracts include Effort Certification (ECRT), Facilities, CUMC, Sponsored Awards funded by the American Recovery and Reinvestment Act (ARRA) and National Science Foundation (NSF).
  
  • If you rely on a data extract today and have not heard from CUIT, please send an e-mail to FINERP@columbia.edu.
Facilitated Q&A
Meeting Wrap-Up
### ARC Training Timeline

<table>
<thead>
<tr>
<th>CORE ARC TRAINING</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>Build</td>
<td>Test</td>
<td>Deploy/Support</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSITION SESSIONS</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition Session #1</td>
<td>Transition Session #2</td>
<td>Transition Session #3</td>
<td>Transition Session #4</td>
</tr>
</tbody>
</table>

- **Pilot Training**
- **Wave 1:** Deliver WBT (Introductory Level)
- **Wave 2:** Deliver WBT & ILT (Detail level)
- **Follow-Up Training**
Project Resources

• Review FIN ERP Project Website: http://www.finance.columbia.edu/fin_erp/index.html

• 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
  • P&S – Andi Choi
  • MSPH – Jody Grunfeld
  • 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 – Kimberly Bregenzer
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