Upgrade Update for GMUN
May 2015
The Upgrade (2,727)

FIN upgrade incident state trend since Go Live

Through noon 5/4/15
2014 same time frame (722)

FIN upgrade incident state trend since Go Live

Incident Count

System issues

- First and largest problem for Finance was the “requisition” issue, resolved by end of first week
- Login issues, people using Duo-level login too early in process
- System performance, load balancing keeping users out
- My Wallet data appearing for cardholders but not reconcilers, resolved by end of second week
- ImageNow “sweep” not working as expected, resolved by end of second week
- MyU > My Pay > Reimbursements/Payments link not working, resolution in progress
Process issues

• Approvers who are both primary and alternate applying one approval as an alternate and “trumping” all other approvers
• Expense Preparers doing work in My Wallet, then repeating work in the ER (duplication of effort)
• Pools of approvers set up prior to Go Live in need of update (various reasons)
• Access to Budget Journals and Expense Reports, some units need to add more people, quickly
Miscues

• Between HR and Finance help desks, on who would be handling Payroll Accounting-related calls, at which points in process (we continue to work on cross-training & central access challenges)
• People attempting to access 8.9 login links, thinking they’d be redirected
• Didn’t emphasize “upgrade.umn.edu” messaging area enough as single source for info at Go Live and week(s) following
Highlights

• The first payroll expenses posted as planned, on time (encumbrances took an extra day to post)
• Despite the initial issues, over 9,800 requisitions have been processed since Go Live (about 11,500 for same period in 2014)
• About 2,500 individual approval assignment configuration changes made manually by the help desk since Go Live (out of ~54,500 lines)
• Finance center staff handled 2.5 to 3 times the normal call volume during first two weeks
New information resources

Purchasing & U Market

Purchasing decisions are made on behalf of the University. Any items purchased belong to the University rather than to any individual. We are all accountable for our actions and need to use fair and ethical practices when acquiring goods and services. Before making purchases, ensure that you have been delegated that authority by your unit’s leadership.

Start with U Market.

All units across the University of Minnesota system are encouraged to adopt U Market as their primary method of supply purchasing. U Market has guaranteed contract pricing, electronic invoicing, and is the most cost effective purchasing process. U Market is a key component of the University of Minnesota’s strategic sourcing and an important part of the overall approach to Operational Excellence.

Options:
1. Start with U Market. This is the least expensive overall process.
2. Use a standard purchase order with a reputable supplier.
3. Use the University’s PCard with a reputable supplier (this is one of the most expensive processes, overall).
4. For emergencies only, purchase with personal funds and seek reimbursement (this is the most expensive process when all costs are taken into account).

**Purchase Goods**
- U Market
- Standard PO
- Internal Sales
- PCard
- Out of pocket expense

**Purchase Services**
- Professional & Consulting Services
- Speakers & Entertainers
- Hospitality & Special Expenses

**Pay for Purchases**
- Receiving Goods & Services
- Getting Invoices Paid
- Getting Reimbursed
- PCard

[Link to Learn More]
New information resources

University Financial Processes

The University's financial processes, systems, controls, and procedures are all designed to ensure the U community has timely, accurate, and complete financial information for use in decision making.

Featured Process

Paying Students?
Payments to students are complex. It is possible to pay a student through three different systems/processes: financial aid, accounts payable, and payroll. It is critical that the payment is done in the proper system, using the correct process. The University must comply with reporting requirements to the individual or Internal Revenue Service, such as 1099T reporting (financial aid), 1099 reporting (accounts payable), or W-2 reporting (payroll).

Tax Management Office Guideline #6 entitled Payments to Students (pdf) is helpful in determining what type of payment is being made and which is the correct process to use.

Payments to students is a complex area and not every situation has been covered in TMOG 8. The Tax Management Office is available to help analyze situations that are unclear or not addressed in the examples. Contact them for help determining the type of payment being made at taxmoc@umn.edu or 612-624-1053.

EFS Quick Links

Once you've accessed PeopleSoft Finance (EFS) 9.2, if you decide that you want to change the look and feel of the PeopleSoft power user menu back to how it looked in 8.9, here are instructions (pdf). This only changes the menu when you're in PeopleSoft. It has no impact on the new MyU look and feel.

Approval
Accounts Payable
Accounts Receivable
Asset Management
Billing
Buyer
Customer Contracts
General Ledger
Grants
Travel and Expense
My Wallet
New information resources

Travel 101

All travel must be in compliance with the University’s travel policy, regardless of the funding source.

Jump start, get the form to document out-of-pocket or travel expenses and request reimbursement:

Employee Expense Worksheet

Top 5 things you need to know

1. Expenses are for valid University business-related purposes;
2. Expenses must be substantiated and documented;
3. Expenses must be approved by an authority other than the traveler;
4. Reimbursement request and receipts must be turned in within 60 days;
5. International travel must be registered.

Delta.com for Business Travel

Travelers now have the ability to take advantage of the University’s discount with Delta by booking their airfare on Delta.com. To receive the University contracted rates, travelers must use the link provided on the http://travel.umn.edu website (look for the section on Delta.com).

International Travel Registry

All faculty and staff travelers going to an international destination for University business are required to pre-register their trip. Click here to register your trip. Note the registry allows administrative staff to register travel for other faculty or staff members. International Insurance forms and instructions

- Worldwide Travel Accident Insurance Coverage
- UMN-GSI International Travel, Health and Security Insurance

BEFORE YOU DEPART

Departments have the discretion to require their employees to obtain preapproval for travel. Employees should check with their local unit to determine if they are required to complete a Travel Authorization or obtain approval prior to booking their trip.

Travelers should use the University’s preferred travel suppliers whenever possible. Visit http://travel.umn.edu for preferred suppliers.

A list of reimbursable and non-reimbursable expenses can be found in policy here. Receipts are required for reimbursements of $25 and above (except for Per Diem meals—no receipts are needed for Per Diem meals).
# New Information Resources

## Research Resources

<table>
<thead>
<tr>
<th>Applying for Grants</th>
<th>Grants and Reporting</th>
<th>Policies &amp; Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic applications</td>
<td><em>U of M login required.</em> Sponsored Financial Reporting Certified Approver Information EGMS (Electronic Grants Management System) Grants Gov eRESEARCH CENTRAL REPA (Report of External Professional Activities) ECRT* (Effort Certification and Reporting Tool) RQHP (Research Occupational Health Program) SPA EFS (Sponsored Projects Administration) HRTS3 (Human Resources Tracking and Reporting System) IACUC (Institutional Animal Care and Use Committee) eProtocol* RSFP (Research Subject Protection Program) IRB (Institutional Review Board) MERC. Mn Dept of Health (Medical Education and Research Cost) GMUN (Grants Management User Network) FSUN (Financial Services User Network) Financial Reports Responsible conduct of research records*</td>
<td></td>
</tr>
<tr>
<td>Commonly used forms</td>
<td>Subjects protection</td>
<td></td>
</tr>
<tr>
<td>Institutional Review Board Sponsored Projects forms &amp; rates</td>
<td>Animal care &amp; use Biological safety Human subjects protection</td>
<td></td>
</tr>
<tr>
<td>Compliance Guide to research compliance Office of Institutional Compliance</td>
<td>Technology transfer &amp; IP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disclosing intellectual property Research and development investments Material transfer and unfunded research agreements Open Innovation Drug Discovery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training opportunities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Responsible conduct of research Continuing RCR education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working abroad</td>
<td></td>
</tr>
<tr>
<td></td>
<td>International travel Global operations</td>
<td></td>
</tr>
</tbody>
</table>