Today’s Agenda

I. Fall 2015 TIER Overview – Kevin Ward, Laura McLeran, Cheryl Reardon
II. Finance Share Services Funding Model Options – Terry Johnson
III. TIER Reporting Structure for IT leaders – Steve Fleagle
IV. New Chartfields & WhoKeys application – Selina Martin
V. Universal Workflow – Mike Kaplan, Ed Hill, Sam Schrup
VI. ProTrav & Receiving Updates – John Watkins
VII. Status of EFR Summary Reports – Selina Martin
Fall 2015 TIER Overview

KEVIN WARD, LAURA MC LERAN, CHERYL REARDON
HUMAN RESOURCES, PRESIDENT'S OFFICE, OFFICE OF VP RESEARCH
Fall 2015 TIER Overview
Learn more at efficiency.uiowa.edu
“Excellence is never an accident. It is always the result of high intention, sincere effort, and intelligent execution.”

Aristotle
Drivers of Change in Higher Ed

COMPETITION
Smaller pool of potential students
Attract and retain top students, faculty and staff

STUDENT EXPECTATIONS
Clear ROI with career placement
Better amenities and more technology
Affordable tuition and fees
New instructional delivery models

FINANCIAL
Escalating costs
Competitiveness for research funding
Fluctuating returns on endowments

STAKEHOLDER EXPECTATIONS
Pursuit of excellence
Continuous improvement
Stewardship of public funds
Why Change?

- Achieve higher level of excellence
- Peer institutions are embracing similar initiatives
- Create opportunities to reinvest into core mission
An administrative and academic review engaged by the Board of Regents to identify and implement opportunities for the university to operate more efficiently and effectively.

- Over 20 projects underway at Iowa
- Academic/Procurement/IT/HR/Finance
Business Case
the justification for a proposed action

Work Stream
grouping of business cases by function

Shared Services
virtual centralized department of transaction experts
Regents approve self-implementation plans.
• Chazey hired to validate plans;
• Huron Consulting hired to focus on Sourcing & Procurement

Implementation Begins - Finance, HR, IT, and Sourcing & Procurement

TIER timeline

2014

• Regents hire Deloitte Consulting to conduct efficiency review

November

• Self-implementation plans submitted for HR, IT & Finance

December

• Regents vote to implement 17 business cases

January 2015

• Regents hire Pappas Consulting
  • Continue review of distance education & time to graduation

2015-2018

February

• Pappas & Ad Astra to continue review of academic business cases

2018

Ongoing
Sourcing and Procurement

Benefits

- Improved pricing
- Standardization across regent campuses (where possible)
- Monitoring of contract compliance
- Spend categories: Office Supplies, PCs/Laptops, Maintenance Repair & Operations Supplies, Computer Peripherals, Prime Food Vendor, Janitorial Supplies and Scientific Supplies
- Collaboration with ISU and UNI

Contact: Debby Zumbach - deborah-zumbach@uiowa.edu
Information Technology

Benefits

- Standardize general infrastructure, common services/equipment, & support teams
  - Efficiency in procurement & delivery of IT
- Minimize cost of general IT services
  - Use resources for specialization & innovation
- Centralize organizational structure
  - Improve coordination & collaboration

Contact: Steve Fleagle - steve-fleagle@uiowa.edu
Website: OneIT.uiowa.edu
Human Resources

Benefits

- Improve HR service delivery
- Reduce costs and time to hire
- Support internal mobility

• Contact: Kevin Ward - kevin-ward@uiowa.edu
Benefits

- Expertise processing routine transactions
  - procurement card purchases
  - procurement card reconciliation
  - request for travel
  - travel expense vouchers
  - procurement expense requisitions
  - ebuy requisitions
  - general accounting entries
  - TDR reconciliation
  - Cash deposits

Contact: Debby Zumbach - deborah-zumbach@uiowa.edu
Academic

The academic review will focus on 4 specific areas:

- Optimizing classroom scheduling
- Improving classroom utilization and capacity
- Reducing time to graduation
- Enhancing distance education offerings

Contact: Barry Butler - patrick-butler@uiowa.edu
Striving for Excellence

- Improved student success
- Improved service
- Increased quality
- Administrative excellence
- Quicker response times
- Culture of continuous improvement
## Know the Facts

<table>
<thead>
<tr>
<th>Fiction</th>
<th>Fact</th>
</tr>
</thead>
<tbody>
<tr>
<td>People will lose their jobs</td>
<td>Individual job assignments may change, but no one will lose their employment as a result of TIER.</td>
</tr>
<tr>
<td>A ‘one-size-fits-all’ approach will be applied</td>
<td>Specific college/division needs will be considered throughout the implementation process.</td>
</tr>
<tr>
<td>Changes will be temporary</td>
<td>The competitive landscape of higher education will require ongoing improvements beyond TIER.</td>
</tr>
<tr>
<td>No real cost savings</td>
<td>Cost savings have been validated and University leadership will be held accountable for achieving the stated cost savings.</td>
</tr>
</tbody>
</table>
Celebrate Early Successes
Stories of TIER progress & impact

Academic Advising
One easy-to-access site for student advising notes & scheduling

Center for Student Involvement & Leadership
Reduced ‘time to hire’ by 40%

Student Life Marketing & Design
Streamlined search committees & enhanced reference-checking process
Campus-wide Engagement is essential to TIER success
Get Involved!

- Visit efficiency.uiowa.edu
- Send questions to: tier-at-iowa@uiowa.edu
- Seek opportunities to learn more
  - Listening Posts
  - Town Halls
  - Advisory Groups
Finance Shared Services
Funding Model Options

TERRY JOHNSON
FINANCE & OPERATIONS, CONTROLLER’S OFFICE
Shared Service Center Funding Model

Principles

1. **Simple**: easy to explain and implement
2. **Automated**: minimize administrative work
3. **Transparent**: provide a clear and equitable framework

Objective

Develop a rational financial model that will enable UI to make more strategic financial decisions in support of access and excellence by:

- Standardizing the cost of service delivery.
- Creating incentives that align with institutional goals.
Shared Service Center (SSC) Funding Options

1. Fund Centrally- allocate GEF (or other) dollars to fund the SSC
2. Lift & Shift-move staff & their associated budget line into the SSC
3. O/H tax on each unit’s operating expense

Issues raised by Collegiate Budget Officers

- Staff currently charged directly to grants; how to fund under new model?
- Don’t want funding model to cost more than what has been expensed in the past?
Proposed SSC Funding Plan

- **Lift & Shift**
  - “Lift” staff from Department and Permanently Assign to SSC
  - “Shift” funding from Department to SSC. Charge the unit a percentage of the staff person’s salary & benefit cost
    - If GEF funding, then move GEF funding to central
    - If non-GEF funding, then charge unit directly.
  - Percentage will range from 90-100%; desire to show some savings in department

- May need a long-term strategy funding strategy once shared service model is fully implemented
TIER Reporting Structure For Campus IT Leaders

STEVE FLEAGLE
ITS, CIO OFFICE
New Chartfields & WhoKeys Application

SELINA MARTIN
CONTROLLER’S OFFICE, ACCOUNTING & FINANCIAL REPORTING
How will you use this application?

To request **new** Chart Field values:
- Dept
- SubDepartment
- Grant/Program
- WhoKey
- Cost Center

**Not** included in this application:
- Fund 500 & 510 WhoKeys
- New Fund, Org, Iact, Oact, Dact, and Function chartfields
- Modification to existing Chartfields/WhoKeys (phase 2?)
How does this application work?

1. Log into Self Service
   - **PS General Ledger**: add Chartfields & WhoKeys
   - **WhoKey Admin application**: add WhoKey record along with Owner, Reviewer, Purpose
   - **Institutional Roles application**: Add Dept/Subdept records & Administrator roles

2. Complete request for new Chartfield or WhoKey
   - Upon routing approval, the application creates data files to update other systems & application

3. Submit to Workflow
   - Your request routes through Universal WF approval path (uses established roles and WF office roles)
Controls built into the application

- Provides additional information to users
  - Definitions of chartfields, roles, etc.
  - Dropdown list of existing, active values

- Collects information up front
  - Requires identification of UIF account for restricted gifts sent to UI Foundation
  - Requires Donor Intent for gifts deposited directly
  - Requires that roles be determined at the time of request
  - Open & Close Dates required but flexible
Controls built into the application

- Incorporates data integrity controls to prevent setup of incorrect WhoKeys
  - Only allows valid chartfield combinations
  - Only allows valid fund-function combinations
  - Automatically creates some pre-populated values

- Allows for more effective approvals & communication
  - Sends notification of new departments to HR system (if employees appointed) & Budget Management office
  - Requires approval which follows routing path unique to type of Chartfield requested
Demo: Adding a Department/Subdepartment

Department/Sub Department Request Form

Will this be considered the HR "department of ownership" for any employees such that HR Transaction Forms will be used to appoint or transfer employees to this Department?

- [ ] Yes
- [x] No

Organizational Unit: [Select Organization]

Department: [Return to Pre-populated Number] [Department Ranges]
The next available number will be pre-populated, but can be written over with a new value.

Subdepartment: 00000
Subdepartment 00000 is automatically created with a new department request. If an additional value is needed, please enter the box above replacing the "00000".

Description: [Enter 5-30 Characters]

Department Administrator: [Enter HawkID]

Open Date: 10/1/2013

Would you like to create a WhoKey for this new Chart Field?
- [x] Yes, add WhoKey
- [ ] No, don't add a WhoKey

Save
Save and Submit to Workflow
Adding a Subdepartment

Sub Department Request Form

Organizational Unit: select org

Department: select dept

Subdepartment: Enter a subdepartment number (optional)

Description: Enter a description (5-30 characters)

Subdepartment Administrator: Enter a personnel ID

Open Date: 10/1/2015

Would you like to create a WhoKey for this new Chart Field?
- Yes, add WhoKey
- No, don't add a WhoKey

Save
Save and Submit to Workflow
Demo: Adding a Grant/Program
Demo: Adding a WhoKey

WhoKey Request Form

WhoKey Type: Other account (grant/program 00000000 or beg)

Fund: - select fund -

Organizational Unit: - select org -

Department: - select dept -

Subdepartment: - select sub dept -

Grant/Program: -

Function: - select function -

Description: Please enter 5-30 characters

WhoKey Purpose: Max of 2000 characters

WhoKey Owner: - enter hawkid -

WhoKey Reviewer: - enter hawkid -

Open Date: 

Close Date: 12/31/2099

Save

Save and Submit to Workflow
Adding a Cost Center

Cost Center Request Form

Organizational Unit: - select org -

Cost Center Number: [Return to Pre-populated Number]

Faculty Hawkid: - enter hawkid - [Search]

Cost Center Description: [Please enter 5-30 characters]

Open Date: 10/1/2016

[Save] [Save and Submit to Workflow]
Workflow Approval Rules

Dept/Subdept
- Budget Officer or Admin Assistant (permitted)
- Add’l approvers at Org’s discretion (permitted)

Subdept
- Dept Administrator or Admin Assistant (permitted)
- Add’l approvers at Dept’s discretion (permitted)

Cost Center
- Budget Officer or Admin Assistant (permitted)
- Add’l approvers at Org’s discretion (permitted)

WhoKey
- Dept Administrator or Admin Assistant (permitted)
- Add’l approvers at Dept’s discretion (permitted)
- C. Gritton (FN 21)
- T. Welter/D. Bruck (Fund 261)

G/P - Other
- Dept Administrator or Admin Assistant (permitted)
- Add’l approvers at Dept’s discretion (permitted)
- C. Gritton (FN 21)
- T. Welter/D. Bruck (Fund 261)

G/P - Gift
- Dept Administrator or Admin Assistant (permitted)
- Add’l approvers at Dept’s discretion (permitted)
- Grant Accounting Office (final approval)

G/P - Cost Share
- Dept Administrator or Admin Assistant (permitted)
- Add’l approvers at Dept’s discretion (permitted)
- Grant Accounting Office (final approval)

G/P - Salary Cap
- Dept Administrator or Admin Assistant (permitted)
- Add’l approvers at Dept’s discretion (permitted)
- Grant Accounting Office (final approval)
Timeline

Conduct internal testing  
(in process)

Conduct broader application testing  
(November)

Release to a limited Pilot Group  
(late December)
Universal Workflow

MIKE KAPLAN, ED HILL, SAM SCHRUP
HR INFORMATION MANAGEMENT & ITS
ProTrav Upgrade & Receiving Enhancements

JOHN WATKINS
FINANCE & OPERATIONS, PURCHASING
ProTrav Upgrade & Receiving Enhancements

- ProTrav Upgrade
- Receiving Enhancements
  - Receiving Page and Receiving Worklist Screens
  - Focus Group and Timeline
- Questions

www.uiowa.edu/ap-purchasing/receiving-2.0
ProTrav has been rewritten as a part of the ProTrav@UNI project

- Rewritten using .net
- Look and feel as well as main functions remain the same
- Primary change is the ability to track Anticipated Expenses on requests for travel
  - Outlines estimated expenses for approvers
- Rollout in early November
Receiving Enhancements

Online receiving functionality rewritten with usability and functionality improvements

New Receiving Worklist with:
- Improved overall navigation
- Display Vouchers and POs which need receipts
- New sort options by priority and all vouchers in a particular department
- Eliminate closed orders and orders with negative lines in worklist
Receiving Enhancements

Updated Receiving Pages with:

- More organized mobile-friendly look and feel
- Ability to apply receipt date, packing slip and capital asset information to all lines
- Ability to receive all lines
- Ability to edit and cancel receipts
- Automated notification for match exceptions
Focus Group and Tentative ePro Receiving
Project Timeline

Doug Eltoft
Kevin Singleman
Bob Krogmeier
Michele Worrell

Kris Miller
Kirby Luckett
Julie Roberts
Ruth Medd

Jennifer Partida
Cindy Rohret
Rhonda Wetjen
Lela Schumacher
Questions?

Receiving Project updates:

www.uiowa.edu/ap-purchasing/receiving-2.0
EFR Summary Reports

SELINA MARTIN
CONTROLLER’S OFFICE, ACCOUNTING & FINANCIAL REPORTING
Timeline

March
Pilot Training

May
Pilot Group Meeting

Aug-Oct
Improvements & Enhancements

Oct
Pilot Group Meeting
Budget Officers Meeting

Nov
Pilot Group Convenes

Dec
Release to Budget Officers Only

Jan
Training Sessions for Budget Officers

Feb/Mar
Training & Release to all GLDSS users
Electronic Financial Reports (EFR)

**Current Tabs:**

![Dashboard and Transaction Reports](image1)

**New tab for Summary Reports:**

![Summary Reports](image2)
Report Categories

- Remapped Institutional Accounts to Report Categories
  - Transfer In: 3100, 3500-3599
  - Transfer Out: 7100, 7500-7599
  - **Revenue**:

<table>
<thead>
<tr>
<th>Revenue Categories</th>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Receipts &amp; Additions</td>
<td>3000-3075, 3400-3415, 3999</td>
</tr>
<tr>
<td>F &amp; A Recoveries</td>
<td>3340-3360</td>
</tr>
<tr>
<td>State &amp; Other Appropriations</td>
<td>4000-4009, 4014</td>
</tr>
<tr>
<td>Grants &amp; Gifts Income</td>
<td>4012, 4035-4099</td>
</tr>
<tr>
<td>Tuition &amp; Fees Revenue</td>
<td>4020-4030</td>
</tr>
<tr>
<td>Investment Income</td>
<td>4100-4199</td>
</tr>
<tr>
<td>Sales &amp; Services (non-patient)</td>
<td>4210-4322, 4400-4999</td>
</tr>
<tr>
<td>Patient Services Revenue</td>
<td>4349-4390</td>
</tr>
</tbody>
</table>
# Report Categories

- **Expense:**

<table>
<thead>
<tr>
<th>Expense Categories</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Salary &amp; Fringe</td>
<td>5000-5022, 5070-5122, 5170-5198, 5600-5660</td>
</tr>
<tr>
<td>Teaching Asst Salary &amp; Fringe</td>
<td>5030-5037, 5130-5137</td>
</tr>
<tr>
<td>Research Asst Salary &amp; Fringe</td>
<td>5045-5047, 5145-5147</td>
</tr>
<tr>
<td>Post Doc/Fellow/House Staff Salary &amp; Fringe</td>
<td>5055-5060, 5155-5165, 5700-5760</td>
</tr>
<tr>
<td>P&amp;S/SEIU Salary &amp; Fringe</td>
<td>5200-5398</td>
</tr>
<tr>
<td>Merit Salary &amp; Fringe</td>
<td>5400-5598</td>
</tr>
<tr>
<td>Wages &amp; Fringe</td>
<td>5905-5947, 5955-5975</td>
</tr>
<tr>
<td>Other Salary &amp; Fringe Benefits</td>
<td>5695, 5796-5799, 5976-5999</td>
</tr>
<tr>
<td>Travel</td>
<td>6025-6058</td>
</tr>
<tr>
<td>Supplies &amp; Other Tangible Items</td>
<td>6065-6199</td>
</tr>
<tr>
<td>Services &amp; Repairs</td>
<td>6200-6236, 6240-6280, 6407</td>
</tr>
<tr>
<td>Scholarships &amp; Tuition/Fee Costs</td>
<td>6305-6350</td>
</tr>
<tr>
<td>Fees, Leases &amp; Overhead</td>
<td>6005-6010, 6400-6406, 6410-6495</td>
</tr>
<tr>
<td>Depreciation &amp; Amortization</td>
<td>6500-6540</td>
</tr>
<tr>
<td>Goods Purchased for Resale</td>
<td>6597-6610</td>
</tr>
<tr>
<td>Capital Expenditures</td>
<td>6700-6747</td>
</tr>
<tr>
<td>Capital Cost Funding Transfer</td>
<td>6237-6238</td>
</tr>
<tr>
<td>Miscellaneous Deductions</td>
<td>6999-7085, 7200</td>
</tr>
<tr>
<td>F &amp; A Costs</td>
<td>7340-7360</td>
</tr>
<tr>
<td>Non-Expense Disbursements</td>
<td>7400-7410</td>
</tr>
<tr>
<td>Other Costs</td>
<td>6060-6062, 6650</td>
</tr>
</tbody>
</table>
Special Report Features

1. Org level and department level management reports
2. Multi year reports
3. Fiscal YTD reports
4. Defined time period within a given fiscal year
5. YTD Drill down to at least three levels: WhoKey, Institutional Account, Journal Detail
6. Export to Excel, PDF, CSV
7. Customizable report titles
Demo of EFR Summary Max Reports

**Summary Reports**

- **Balance Summary Reports**
  - Balance by Fund (Current or Prior FY)
  - Balance by Department (Current or Prior FY)
  - Balance by Department (Current or Prior FY with Sort Option)
  - Balance by IACT (Current or Prior FY)

- **Expense Summary Reports**
  - Expenses and Encumbrances (Current or Prior FY)
  - Expense Trend Charts
  - YTD Transactions (Current or Prior FY)

---

- **Demo #1**
  - Drill down to...

- **Demo #2**
  - Drill down to...

- **Demo #3**
  - Drill down to...
## Post-Production Improvements

<table>
<thead>
<tr>
<th>Enhancement/Improvement</th>
<th>Expenses &amp; Encumbrances</th>
<th>Expense Trend Charts</th>
<th>YTD Transactions</th>
<th>Balance by Fund</th>
<th>Balance by Department</th>
<th>Balance by Department</th>
<th>Balance by IACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow User Defined Settings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Tabular version of all reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Columns to Transaction Tabular Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add YTD Functionality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add chart selector</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parameter Description for time period to be changed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve display of Expense Trend Chart (selected drilldowns)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add totals to the header rows and eliminate the totals that appear below</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add trendlines to Bar Chart Option</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fix default reports export in Legal format in Excel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add USERID</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Report Similar to Proview</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drill to Expense and Encumbrance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add additional details to reports (clacct, cost center)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continue to improve performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve Balance by Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Preview Categories</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add parameter that would allow swapping fund and dept as first group</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve report format &amp; functionality (names, subtotal options)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improve how cascading parameters work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include adjustment periods (901-911 &amp; 15)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Build drill down from journal level detail to TDR (Including CumComp)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Split Certain Preview Categories out of &quot;Other&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss plans for FYE data loads</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Timeline

- **March**
  - Pilot Training

- **May**
  - Pilot Group Meeting

- **Aug-Oct**
  - Improvements & Enhancements

- **Oct**
  - Pilot Group Meeting
  - Budget Officers Meeting

- **Nov**
  - Pilot Group Convenes

- **Dec**
  - Release to Budget Officers Only

- **Jan**
  - Training Sessions for Budget Officers

- **Feb/Mar**
  - Training & Release to all GLDSS users
Thank You