Agenda

- PeopleSoft History at Emory
- Program Governance
- Why Upgrade Now?
- Program Guiding Principles
- High-Level Roadmap
- What Does This Mean for Me?
- Stay Connected
Compass (PeopleSoft) History at Emory

- Compass is Emory’s PeopleSoft financial system.
- Compass serves both the University and Healthcare business units.
- Compass was implemented in September, 2009.
- Compass has more than 17,000 users.

2009
Compass Implementation
Version 9.0

2012
EBI Launch

2014
PeopleTools & Infrastructure Upgrade

2015-2016
Compass Upgrade Version 9.2

• Compass is Emory’s PeopleSoft financial system.
• Compass serves both the University and Healthcare business units.
• Compass was implemented in September, 2009.
• Compass has more than 17,000 users.
# Program Governance

## Executive Committee
Provides the highest level of oversight for the project, governed by a charter, which details its function and scope. Provides approval to project change requests, budget requests, or policy/procedure recommendations submitted by the Steering Committee. Meets monthly to consider issues raised by the Steering Committee.

## Steering Committee
Reviews the business needs of the Emory community and scope recommendations from the Project Leadership Team ensure alignment of the two are achieved to the highest degree possible. Serves as a liaison between the user community and the project team. Makes recommendations to the Executive Committee, the project team and the user community to improve the functionality of the system.

## Project Leadership Team
Composed of functional and technical subject matter experts from the Emory community and supported by consulting partners. Makes operational decisions, defines the optimal cross-functional system design, and recommends scope and process changes for Steering Committee consideration. Ensures the expressed business needs of the users are considered.

## Work Stream Leads
The Work Stream Leads drive the overall design, testing, and implementation of new Compass Upgrade functionality. They provide input on business decisions and processes that affect the design of the system and address the implications of business changes across the University and Healthcare organizations.
Why Upgrade Now?

- Provide continuous operational improvements to the University and Healthcare communities.
- Optimize our investment in the system and take advantage of improved PeopleSoft functionality.
- Pursue opportunities to reduce our cost of ownership through a reduction of customizations.
- Try to provide more intuitive user interactions and expand functionality to better support business needs.
- Evaluate opportunities for process improvements.
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 consequences in every decision
- Consider impact to constituents and related budgets
- Encourage improved functionality, safeguarding valued existing solutions
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.

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

Phase IV: Go-Live & Training
May 2016-October 2016
• Rollout upgrade and train users.

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

Continuous Communication and Engagement
Timeline subject to change

Received Board of Trustee (Finance Committee) approval 3/26

PROJECT START
What Does this Mean to Me?

**Now**

Pay attention to communications (i.e., newsletters, etc.)
- Monitor the Compass Upgrade Website
- Key support team members could have project responsibilities as well

**Near Term**

Be diligent about preparing for the change
- Take advantage of learning opportunities as they are communicated
- Participate in business process change reviews

**Future**

Screens will be different. 9.2 has a lot of user benefits - which means it is different!
- How we do our work will change
Stay Connected

**upgrade.compass.emory.edu**
- Launched May 11, 2015
- Keep current with the latest news & information
- See “Listening Tour” item updates
- Look for training information in the coming months

**Compass Insight** newsletter (second edition) May 12, 2015

Send emails to **compassupgrade@emory.edu**
For any questions, comments, concerns
Business Case Inventory

Grants Management
## Grants Business Case Inventory

<table>
<thead>
<tr>
<th>Title</th>
<th>Pre/Post</th>
<th>Description</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Award Setup Page</strong></td>
<td></td>
</tr>
</tbody>
</table>
|                        | ✓            | • Currently, the award setup process is spread out over multiple navigations and completed by various offices/areas with manual checklist and notifications within the process.  
• During the Upgrade, we want to embark on creating a custom bolt-on page which would have multiple tables for each office starting within the pre-award office and ending with the RAS units. We would like to incorporate the new functionality of creating forms (via Formbuilder) and having workflow associated with it as well. The bolt-on would be an entry point and/or a launch page that would feed the delivered Peoplesoft tables.  
  **Form Builder**  
  • Currently, items/checklists are created in various applications (pdf, word, excel) and routed manually or via email.  
  • During the Upgrade, we want to pursue creating as mainly forms as possible within PS and have the workflow automated. We definitely want to use the form functionality within the award setup page. Potential forms that would be created are the multiple OSP checklist that are completed (new, continuation, modification, etc) as well as create a form for OGCA to use after setting up the contracts/bill plan to notify the RAS that they can review the setup. Currently this is accomplished via email which doesn’t give visibility outside the sender and/or recipient.  
  **Workflow**  
  • Currently, items/checklists are routed manually or via email.  
  • During the Upgrade, we want to integrate using workflow within the award setup pages for the multiple forms that will be created.                                                                                                                                                                                                                   | ✓              |
|                        | ✓            | **Grants Portal**                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | ✓              |
|                        | ✓            | • Currently, we have created customized pages “Grants quick view” to gather information to allow proposals and awards to be searched easier.  
• During the Upgrade, Emory would like turn on the PI Portal and remove the customized “grants quick view” pages. As we complete the business case we are doing a field to field compare of the two areas. If needed we would like to add additional fields to the delivered PI portal to give the end users the same, if not more information they currently have with the “grants quick view” pages. The PI Portal also offers users the ability to drill down from an award to a project and then to the transactions. The security component of this looks to be cumbersome, so we need to validate what the appropriate security, if any, should be and see if we can automate the maintenance of it.                                                                 |                |
## Grants Business Case Inventory

<table>
<thead>
<tr>
<th>Title</th>
<th>Pre/Post</th>
<th>Description</th>
<th>Approval Status</th>
</tr>
</thead>
</table>
| ENOA                   | Pre-Award, Post-Award | • Currently, we use a third party system, Comsquared, to store our electronic notice of award document along with the agency documents. The security is maintained by the ORA technical group and is based on department name. Currently, only the primary department can see the eNOA so if another department has an associated project with funding, they are dependent on the primary department to send them a copy of the eNOA.  
  • During the upgrade, we would like to pursue having the enoa’s housed in peoplesoft so users will no longer have to log into another system to retrieve these documents. This will allow Emory to save money (we will no longer have to pay a yearly fee for Comsquared), to give the users one system to navigate to, to allow for everyone to see the enoa (primary departments will no longer have to forward on to other associated departments) | ✓               |
| Workcenters -Dashboards | Pre-Award, Post-Award | • Currently, users are having to manually run multiple queries to see what “list” of things they need to work on and/or report. During the Upgrade, we want to use all the workcenters that PS delivers to give users easier access to data. There are several workcenters within the grants suite that we would like to leverage. This is a business case we will be partnering with post production, who are the owners. | ✓               |
| Activity ID usage      | Pre-Award, Post-Award | • Currently, we use the activity id chartfield however only one value of “GRANT” is used across all projects. If we need to segregate money, we create a new project id with the same activity id of “GRANT”. This practice requires user to rely heavily on dates and project descriptions to see what year of an award a project is related to as well as the purpose of the award.  
  • During the upgrade, we would like to use Activity id to represent budget years. This will allow users to be able to tied the years of a project together with the project id however segregate when appropriate by looking at the activity id. | ✓               |
## Grants Business Case Inventory

<table>
<thead>
<tr>
<th>Title</th>
<th>Pre/Post</th>
<th>Description</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Value based Billing</td>
<td></td>
<td>• Currently, we are using prepaid lines and running the utilization process. This process is not only confusing to users, it is also time consuming to run the billing for this contracts to reduce the deferred revenue.</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• During the Upgrade, we would like to go away from using the prepaid functionality and move towards using the delivered value based functionality. By doing this we will get away from running the utilization process as well as ease the processing time for clinical trial checks, etc because we would no longer have to go thru the steps of adding additional prepaid lines and billing those prepaid lines, etc.</td>
<td></td>
</tr>
<tr>
<td>7 Item Maintenance</td>
<td></td>
<td>• Currently, we do not leverage some of the delivered processes as much as we could. We are doing manual matching of invoices to payments or running sqls or sending payments to ap and then following up with additional steps in AR, to list a few item.</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• During the Upgrade, we would like use the delivered functionality of:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Transfer worksheets</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mass Change</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Payment Predictor</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Item Split</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Refund to AP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Doubtful Receivables</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Auto Maintenance</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Unpost Payments (in AR module only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dispute Codes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Write off workflow</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maintenance worksheet – absolute value sort</td>
<td></td>
</tr>
</tbody>
</table>
## Grants Business Case Inventory

<table>
<thead>
<tr>
<th>Title</th>
<th>Pre/Post</th>
<th>Description</th>
<th>Approval Status</th>
</tr>
</thead>
</table>
| Invoice Generation     | Post-Award | • Currently, we use xml to produce our invoices. The data is feed thru custom tables  
• During the Upgrade, we would like to modify the custom tables to allow “bursting” of invoices as well as automatic attachment functionality to the award and/or contract. We would also like to use electronic signatures and have invoices emailed to sponsors verses using postal mail. | ✓               |
| OLT Split Functionality | Post-Award | • Currently, if a charge is over the contract remaining amount or balance, the full amount of the expense/charge goes to an “OLT” which is over the limit transaction. This leaves a balance on a final invoice until a journal entry is completed to remove the “excess”. This practice contributes to manual invoices having to be done by OGCA in order to get the invoice to the sponsor.  
• During the upgrade, we would like to modify the system to split direct and indirect expenses to maximize the contract remaining amount. This would allow us to bill the sponsor to the max. | ✓               |
| Customer Correspondence | Post-Award | • Currently, we do not leverage some of the delivered processes. In addition, there is some new functionality we would like to configure.  
• During the upgrade we would like to turn on the functionality of:  
  • Aging  
  • Dunning Letters  
  • Customer Statements  
  • Follow up letters for conversations  
  • Notification Framework | ✓               |
## Grants Business Case Inventory

<table>
<thead>
<tr>
<th>Title</th>
<th>Pre/Post</th>
<th>Description</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>11  Transaction Documentation &amp; Research</td>
<td></td>
<td>• Currently, we are using AR conversations.</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• During the upgrade, we would like to configure:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Enhanced Conversations</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Financial audit framework</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Post-Award</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| 12  Award Terms – Sub Award PO             |          | • Currently, we have award terms &amp; conditions configured however are not using it. For sub award po’s users are having to log into Sciquest to have visibility into PO to see the who and how much, etc. |
|                                            |          | • During the Upgrade, we would like to clean up the award terms and conditions to have a more manageable and inclusive list based on Emory’s needs. For the sub award po’s we would like to use this new functionality to have users able to link to the PO from the award. We would also like to modify this section to reflect the budget amounts, etc or easily for users. | ✓               |</p>
<table>
<thead>
<tr>
<th>Title</th>
<th>Pre/Post</th>
<th>Description</th>
<th>Approval Status</th>
</tr>
</thead>
</table>
| Billing Reports to BPI                         | Post     | • Currently, we use queries and excel to produce the management reports. This process is labor intensive.  
• During the Upgrade, we would like to build the reports in the system by using the xml functionality. Note: we are looking to doing these reports in the data warehouse and/or Compass. | ✔               |
| Streamlining the Clinical Trial invoicing Process | Post     | • In the current state, there is no linkage between invoices generated out of the clinical trial database and the invoices created manually in PeopleSoft.  
• (Invoice #1 in the clinical trial database is not Invoice #1 in PeopleSoft)  
• Establishing a clinical trial invoice in PeopleSoft is manually intensive and requires copies of invoices and supporting documentation to be sent to OGCA for input. Today, it takes approximately 150 clicks to generate a manual invoice (time = 12 minutes). Until fairly recently, it took 296 clicks or 25-30 minutes to create a manual clinical trial invoice. Steps were taken to reduce the number of clicks by using billing templates and running invoices in batch. Additionally, the downstream impact to accounts receivable makes the cash application against open invoices time consuming and cumbersome. | ✔               |
## Grants Business Case Inventory

<table>
<thead>
<tr>
<th>Title</th>
<th>Pre/Post</th>
<th>Description</th>
<th>Approval Status</th>
</tr>
</thead>
</table>
| Date Change                              | ✓ Post-Award | - Currently, this custom page is in use. It was build to process date change pages thru out the grants suite on one page verses going to 14 different pages to update dates. It is only used by central as a entry page however decentral users have access to see the information such as kk end dates, etc which they may not have had visibility to otherwise.  
- During the upgrade, we will need to modify this page to add the activity statuses, etc (if the activity business case is approved) | ✓               |
| Fund Code – Fringe                       | ✓ Post-Award | - Currently, grants has 4 fund codes used to represent agency funds received. 5100, 5300 – federal funds at high level & low level budget release; 5200, 5400 – non federal funds at high level & low level budget release. So, federal and non federal is imbedded within the fund code which cause a lot of transfers if setup incorrectly and/or we find out that the follow thru was not what we thought.  
- During the upgrade, we would like have just one fund code for any new awards/projects setup of 5500. This would represent that it is research funds. We would move the federal or non fed attribute to the award as well as the project. So, if a change does need to occur just the attribute would change and there would be no need to do transfer from one chartfield string to another. Included in this business case would be a change to how the fringe is calculated. The fringe process would need to look at the project attribute to see which rate to use. We would also like to add some audit stamps to the attribute so if a change does occur, systematically the fringe process could create adjusting entries for the salary that is already sitting on the project. | ✓               |
| Project Status Control                   | ✓ Post-Award | - Currently, we use the project status control to gate some transactions at the point of entry or before they are finalized in a module however it has come to our attention that we do not have the full configuration turned on.  
- During the upgrade, we would like to turn on the delivered configuration and work with the other modules to ensure that the transactions are stopped. This potentially will would help “freeze” projects. Will also need to review with the use of activity and activity statuses. | ✓               |
Questions?