New Finance Structure and SAP Upgrade

The streamlined financial structure transforms the accounting structure and provides easy-to-use account numbers to manage travel, purchases, start-up funds, sponsored program funds, etc.

What do the new account numbers look like?

Account numbers are either orders or WBS elements.

<table>
<thead>
<tr>
<th>Order Number</th>
<th>WBS Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>An order is a 10-digit number directly tied to an organizational unit.</td>
<td>WBS elements are for faculty allocations. They start with the letter ‘F’ and include a unique ID for each faculty.</td>
</tr>
<tr>
<td>Automatically derives important information identifying responsible area, type of financial activity, etc. (without needing additional information, such as the fund number)</td>
<td>Automatically derives important information that identifies the correct faculty member, account type (start-up, grants, etc.)</td>
</tr>
<tr>
<td>Example: 3000000063 is the order number for CES general operations – administration</td>
<td>Example F.98101900.05.001 is faculty member X’s start-up account.</td>
</tr>
</tbody>
</table>

How will faculty allocations be organized?

The new faculty allocation structure allows the faculty to see all accounts in one view.

- It also allows the department to identify and segregate resources allocated to faculty for their individual activities.
- Only allocations that are not considered departmentally managed or owned are incorporated into the faculty structure.

See the chart below as reference.
How are new account numbers being distributed?

Business or financial managers are distributing the new account numbers to account owners.

How do I use the new account number in Concur?

The account assignment in Conur for travel requests and expense reports have been updated to reflect the new account structure. Similar to today:
- Type an asterisk (*), followed by the Order or WBS Element number, excluding any leading characters such as ‘F’ or search by text.
- Type an asterisk (*), followed by the Order or WBS Element number, excluding any leading characters such as ‘F’ or search by text.

How will I use the account numbers in Ariba?

The (Accounting) Account Assignment section has been updated to reflect the new account structure. Those creating requisitions or assigning cost in Ariba will see the following update:

1. The account assignment should be either F (Order) or P (Project).
   - The F is an order number.
   - The P is a WBS element. WBS elements are used for sponsored program service grants, faculty allocations and construction projects.
2. Following are screenshots from the Creating Requisitions in Ariba:

How and when will reports using the new accounts be available?

First, your financial or business manager will walk through account balances and available reporting.

Second, the AIMS (Account Information Management System) or previously recognized as GM AIMS will be updated. The structure will now include both grants and non-grants assignments.

A summary of accounts as well as the ability to dive deeper into individual accounts will be available late July.

What are the fiscal approval changes?

1. Fiscal approval is no longer required on transactions less than $1,000. This decreases cycle time and speeds up payment processing.
   - Those initiating and processing transactions are responsible for validating the transaction is allowable, allocable and reasonable.
   - Transaction audit reports will be reviewed regularly.