SAP Upgrade with New Financial Structure Deploys July 2018

Current SAP functionality will cease Friday, June 29 at 5 p.m. The new financial structure implementation and SAP upgrade will be completed the following week once data and balance migration is done.

What’s Changing, What’s Not

While changing our account structure impacts most finance- and accounting-related transaction, some things will remain the same. Most non-SAP systems will retain their same functions and see little changes except for the new account numbers and structure. The new SAP portal will provide easy access to Employee Self-Service, SAP transactions and some reporting. Our new streamlined workflow will result in faster, more efficient approvals and quicker processing time.

What’s changing:
The following areas will see changes in the transaction processes listed below.

**Accounting Processes**
- Electronic workflow for journal entries
- Streamlined master data establishment process
- Simplified merchant card reconciliation process

**Procurement and Accounts Payable**
- Elimination of paper DIV process
- Elimination of AP pre-audit of direct payments
- Electronic workflow
- Streamlined vendor setup process

**Accounts Receivables**
- Replacement of PSCD with FI-AR system
- Streamlined new customer setup process
- Increased billing frequency
- Increased electronic billing

**Grants Management**
- Implementation of budget upload process for new awards
- Cost share funding process redesign
- Streamlined grant master data setup
- Allocation of grant revenue to appropriate business areas

**Portal / Reporting**
- Standard reports updated for new finance structure
- New faculty account dashboard (Fall 2018)

...and what else?
How are approvals changing?
Fiscal approval provides a centralized validation of the transaction’s allowability, allocability and reasonableness. Where approval is not required, due diligence may still be needed.

The following streamlined levels will be used with SAP:

<table>
<thead>
<tr>
<th>Level</th>
<th>Transaction Dollar Range</th>
<th>Fiscal Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0</td>
<td>&lt; $1,000</td>
<td>Fiscal approval not required</td>
</tr>
<tr>
<td>Level 1</td>
<td>$1,001 - $5,000</td>
<td>Account Clerk/Assistant can have final approval authority</td>
</tr>
<tr>
<td>Level 2</td>
<td>$5,001 - $25,000</td>
<td>Business Manager can have final approval authority</td>
</tr>
<tr>
<td>Level 3</td>
<td>$25,001 - $100,000</td>
<td>ADFA or DFA has final approval authority “Large school” business managers may also have this authority</td>
</tr>
<tr>
<td>Level 4-7</td>
<td>&gt; $100,000</td>
<td>VCFA, Assistant Treasurer, Treasurer or BoT has final approval authority</td>
</tr>
</tbody>
</table>

What’s not changing:
Non-SAP business systems
Most systems will see little or no changes to their screens or how they work. Changes are limited to how account information is entered and routed for approval. The following systems and/or processes will function like they do today:

- GM AIMS
- Ariba
- Concur
- iLabs
- Scholarship Database
- PREMIS
- Grad School eForm 90 Database

Most T-codes in the SAP GUI
In most cases where end-users utilize T-codes in the SAP GUI, they’ll use the same T-codes in the future, and the screens associated with those T-codes will look similar. Changes in these T-codes will include what fields users utilize to enter account information, how to attach documentation and viewing required approvals.