Change Network Roundtable
June 22, 2017

<table>
<thead>
<tr>
<th>Today</th>
<th>Next Change Network Roundtable</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00-4:00 pm</td>
<td>Thursday, August 24, 2017 3:00-4:00 pm</td>
</tr>
<tr>
<td>Buttrick Hall, 101</td>
<td>Kissam Multi-Purpose Room, C210</td>
</tr>
</tbody>
</table>
Agenda

• 3:00-3:10–Welcome

• 3:10-3:25– SkyVU Training Plan
  *Amanda Roberts*

• 3:25-3:50– Grants & PPM
  *Michelle Vazin & Tanya Paul*

• 3:50-4:00–Questions & Wrap Up
Change Network Shout-Outs!

Natalie Richardson
## Program Calendar: Approvers, FUMs & HCM Specialists

<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lunch &amp; Learn Sessions (Approval Group)</td>
<td></td>
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<tr>
<td></td>
<td>Leadership Orientation</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>August</td>
<td>September</td>
</tr>
<tr>
<td></td>
<td>In-system Learning Sessions (1-2x monthly for FUM &amp; HCM)</td>
<td></td>
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<tr>
<td></td>
<td>Online Foundational Modules</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>November</td>
<td>December</td>
</tr>
<tr>
<td></td>
<td>Additional learning sessions (ex: reporting, area-specific issues)</td>
<td>Support employee and manager learning in their areas</td>
</tr>
</tbody>
</table>
HCM Specialist Responsibilities

Employment Cycle

Open position
- Create hiring requisitions
- Manage new hire records

Recruit & Onboard

Provide pay & benefits
- Award compensation (ie, APFs)
- Process absences and leave
- Time card entry and corrections

Maintain employee assignment
- Add/edit employees and data
- Add/edit/end assignments
Financial Unit Manager Responsibilities

Approve Procure-to-Pay Transactions

- Requisition Item
- Approve Requisition
- Place Order
- Receive Order
- Remit Payment

Purchasing

- Purchase with Card or Out-of-Pocket
- Receive item or complete travel
- Submit Expense Report
- Approve Expense Report
- Pay Card Vendor or Reimbursement

Expenses

Other Financial Transactions (as applicable)

- Initiate Journal Entries
- Review and approve intercompany charges
- Support recording of other revenues and expenses
<table>
<thead>
<tr>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Town Hall</strong></td>
<td></td>
<td><strong>Flight Check-In</strong></td>
</tr>
<tr>
<td><strong>Website resources: webinar recordings and training page demonstrations</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>July</strong></td>
<td><strong>August</strong></td>
<td><strong>September</strong></td>
</tr>
<tr>
<td><strong>Town Hall</strong></td>
<td></td>
<td><strong>Website resources: webinar recordings and training page demonstrations</strong></td>
</tr>
<tr>
<td><strong>October</strong></td>
<td><strong>November</strong></td>
<td><strong>December</strong></td>
</tr>
<tr>
<td><strong>Kick-off Event</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Learning activities: in-person classes, online modules &amp; resources, office hours, etc.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsibility</td>
<td>Current State</td>
<td>Future State</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Maintain personal information</td>
<td>[Image]</td>
<td>[Image]</td>
</tr>
</tbody>
</table>

* Areas determining initial group of procurement initiators to complete required training during pre-go-live period
### Key HR Line Manager Responsibilities

<table>
<thead>
<tr>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review and Approve Time and Leave for Direct Reports (all HR Line Managers)</td>
</tr>
</tbody>
</table>

#### Current State

- Exempt Time Off
- e-Timesheet
- Kronos

#### Future State

- Time & Labor / Absence Management

*Areas determining whether any HR Line Managers will need to perform activities of an HCM Specialist*
# Learning Calendar by Key Population

<table>
<thead>
<tr>
<th>Population</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SIT I &amp; SIT II</td>
<td>USER ACCEPTANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Functional Leads</strong></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>SIT + begin leading education sessions for BU/Entity Appr Grp</td>
<td>Leader for Learning Program sessions</td>
<td>Available to support user training</td>
<td>Provide support &amp; accountability</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Central Teams</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Continued group learning: SIT</td>
<td>Knowledge-building</td>
<td>Leading and/or supporting Testing and Learning Sessions</td>
<td>Provide support &amp; accountability</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>BU/Entity Appr Group</strong></td>
<td>Attend educational Lunch &amp; Learn series</td>
<td>Group learning with FUMs/HCM Specialists</td>
<td>Additional training sessions + Co-facilitate learning sessions for area</td>
<td>Provide support &amp; accountability in area</td>
<td></td>
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<td></td>
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<tr>
<td><strong>Fin Unit Mgr &amp; HCM Spec</strong></td>
<td>Role(s) communication</td>
<td>FUMs/HCM Specialists Learning Program</td>
<td>Additional learning sessions</td>
<td>Continued on-the-job learning and performance</td>
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<td></td>
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<td><strong>Departmental PPM Users</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Training sessions TBD</td>
<td>On-the-job learning and performance TBD</td>
<td></td>
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<tr>
<td><strong>Planning &amp; Budgeting</strong></td>
<td></td>
<td>Core group educational sessions</td>
<td>Cap Plan &amp; Budget User Trng</td>
<td>Continued on-the-job learning</td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td><strong>Employee Info/Time/Exp</strong></td>
<td>Flight Check-In: Exp &amp; Time</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Role communication</td>
<td>Flight School: Kick-off and training sessions</td>
<td>Continued on-the-job learning</td>
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<tr>
<td><strong>HR Line Managers</strong></td>
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</tr>
</tbody>
</table>
Overview of Grants Management

Michelle Vazin & Tanya Paul
PPM Review
Subledgers reduce detail in General Ledger

General Ledger
Updated manually or in batch overnight
Project Setup

formerly Center Management

- PPM is about setting up the *structure* we need to capture data to manage our projects
Data Flow

Revenue

- Accounts Receivable
- Student Accounts (integration)
- Advance/Fundriver (integration)

PPM
Projects Portfolio Management

Payroll
Other HCM Systems

General Ledger

Non-Labor Expenses
- Procurement
- Payables
- Expenses

Labor Expenses
## Projects Portfolio Management

Five (5) Types of Projects Comprise PPM

<table>
<thead>
<tr>
<th>Grants</th>
<th>Gifts and Endowments</th>
<th>Faculty Funds</th>
<th>Capital Projects</th>
<th>Cores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-Award Grants Financial Management</td>
<td>Temporary restricted gifts will be tracked and managed as projects</td>
<td>Each faculty member will have one project funded by the financial unit’s discretionary funds</td>
<td>Capital projects include Campus and Construction Planning, VU Real Estate, Plant Operations, and other departmental capital projects</td>
<td>Each Core service center will have one project to track its financial operations.</td>
</tr>
</tbody>
</table>
Projects Portfolio Management

- Each will be assigned a unique project number, similar to using a unique center number today.
- Enter project number to automatically populate the chart of accounts.
POET Review
## Project and Other Information: POET

<table>
<thead>
<tr>
<th><strong>PROJECT NUMBER</strong></th>
<th>• Unique number assigned to identify each project</th>
</tr>
</thead>
</table>
| **ORGANIZATION**   | • **HR Work Unit** dictates the Project’s Organization  
                    • Corresponds with **Financial Unit** in the COA |
| **EXPENDITURE TYPE** | • Identifies the specific type of transaction  
                      • Corresponds with **Account** segment in the COA |
| **TASK**           | • Identifies the project activity |

---

**SkyVU**
How is POET used?
Expense Reports
Requisitions

**Edit Requisition: R17000499**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Category Name</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Amount</th>
<th>Amount (USD)</th>
<th>Funds Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Thing</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td>500.00 USD</td>
<td>500.00</td>
<td>Not reserved</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 500.00

**Line 1: Details**

**Delivery**

- **Requester:** Vincent, Joshua
- **Requested Delivery Date:** 06-09-2017
- **Deliver to Location:** SONY BMG 1ST FLOOR
- **Deliver to Address:** 1ST FLOOR SONY BMG, 1400 18TH AVE E, NASHVILLE, TN 37212, UNITED STATES

**Billing**

**Project Costing Details**

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Task Number</th>
<th>Expenditure Item Date</th>
<th>Expenditure Type</th>
<th>Expenditure Organization</th>
<th>Contract Number</th>
<th>Funding Source</th>
<th>Charge Account</th>
<th>Budget Date</th>
<th>Percentage</th>
<th>Amount (USD)</th>
<th>Funds Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>06-01-2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>450.00.4600.6110.000.00.00</td>
<td>06-01-2017</td>
<td>100</td>
<td>500.00</td>
<td>Not reserved</td>
</tr>
</tbody>
</table>
Charging Labor to a Project

HCM specialists will enter POET values on an individual’s assignment.
Grants
Existing Grants: Data Conversion

- For all active projects and any projects related to active projects
  - Project-to-date balances will be converted
  - Project attributes will be converted
  - Prior transactional detail will not be converted
Pre-Award Process

**COEUS and PEER process remains unchanged at this time.**

**OCGA is currently working with SPA for coordination.**
New Award Setup

- Every award is automatically associated to a contract during award setup
- Awards have a sponsor, funding, and owning organization
- Contracts contracts drive billing and revenue recognition
- Multiple projects can roll up to a single award
- Expenses live at the project level and are classified based on POET information
  - Project, Organization, Expenditure Type, Task
- Cost share and program income projects will live under the award, just like the other grant projects
- Projects have unique budgets and project-owning orgs (which may be different than the primary grant-owning org)
Departments will continue to create their budgets.

Departments will transmit budget information to OCGA.

OCGA will handle PPM data entry for budget information.
Managing Project Costs

- **Cost Share**
  - Each cost share funding source on an award will have a dedicated project
  - Expenditures that are being cost shared by Vanderbilt will be charged to that project

- **Cost Transfers**
  - Grants admins will coordinate with OCGA to ensure compliance before a cost transfer is completed
  - Transfers will be initiated at the source wherever possible (AP, Payroll, etc.)
  - Transfers that cannot be initiated at the source will be executed centrally by OCGA
Burden

**burden**: Burden accounting is a method of applying overhead costs (or indirect costs) to raw costs to arrive at the total cost of a project.

Also known as: Indirect cost, overhead, or F&A (Facilities & Administrative) costs
Examining Project Details
**Overview**

**GC20008 - BCS1420757 ON CAMPUS (152,546.00)**

Currency: US Dollar

**Financial Performance**

<table>
<thead>
<tr>
<th>Period Type</th>
<th>Period-to-Date</th>
<th>Budget Period</th>
<th>Original 08-01-2014 - 07-31-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Amount</td>
<td>152,546.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Award Projects**

1. **GC_BCS1420757 ON CAMPUS... (45,217.00)**
   - Budget Amount: 45,217.00
   - Consumed Amount: 6,297.79
   - Available Amount: 38,919.21
   - Unbudgeted Amount: 0.00

2. **GC_BCS1420757 OFF CAMPUS... (98,329.00)**
   - Budget Amount: 98,329.00
   - Consumed Amount: 79,618.25
   - Available Amount: 18,710.75
   - Unbudgeted Amount: 0.00

3. **GC_BCS1420757 REU_1241... (9,000.00)**
   - Budget Amount: 9,000.00
   - Consumed Amount: 29,378.42
   - Available Amount: -20,378.42

**Financial Details**

<table>
<thead>
<tr>
<th>Task or Resource</th>
<th>Budget Amount</th>
<th>Consumed Amount</th>
<th>Available Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC_BCS1420757 ON CAMPUS..._12410</td>
<td>45,217.00</td>
<td>6,297.79</td>
<td>38,919.21</td>
</tr>
<tr>
<td>F&amp;A Expense</td>
<td>16,417.00</td>
<td>2,286.45</td>
<td>14,130.55</td>
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<tr>
<td>Other</td>
<td>5,100.00</td>
<td>202.40</td>
<td>4,897.60</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>9,000.00</td>
<td>0.00</td>
<td>9,000.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>14,700.00</td>
<td>3,008.94</td>
<td>10,691.06</td>
</tr>
</tbody>
</table>
### Basic Information

- **Project Manager**: Paul, Tanya
- **Project Status**: Active
- **Start Date**: 05-03-2014
- **Finish Date**: 07-31-2017
- **Project Description**: GC_Fed Sponsor
- **Project Type**: Federal Sponsored
- **Project Unit**: Vanderbilt University Project Unit
- **Organization**: Anthropology
- **Business Unit**: Grants BU
- **Customer**: GC_National Science Foundation LOC
- **Overall Health**: Sponsored Project: Yes

### Notes

#### Team members

- **Person**: Paul, Tanya
  - **Project Role**: Project Manager
  - **Primary Organization**: Contract and Grant Accounting
  - **Start Date**: 05-03-2014
  - **End Date**:

- **Person**: Paul, Tanya
  - **Project Role**: Grants Administrator
  - **Primary Organization**: Contract and Grant Accounting
  - **Start Date**: 06-03-2014
  - **End Date**:

- **Person**: Vazin, Michelle
  - **Project Role**: Project Team Member
  - **Primary Organization**: Contract and Grant Accounting
  - **Start Date**: 05-03-2014
  - **End Date**:

- **Pending Activity**
### Project Costs

**Tasks**
- Import and Process Cost Transactions
- Process Commitment Transactions
- Manage Unprocessed Transactions
- Manage Expenditure Items
- Review Cost Distributions
- Review Commitment Transactions
- Manage Rate Schedules

**Expenditure Items**
- Create Labor Expenditure Batch
- Create Nonlabor Expenditure Batch
- Create Labor Expenditure Batch for Third-Party
- Create Nonlabor Expenditure Batch for Third-Party
- Create Costs or Accounted Expenditure Batch
- Manage Unrecovered Expenditure Batches

**Allocations**
- Generate Allocations
- Manage Allocations
- Manage Allocation Rules

**Capitalized Interest**
- Generate Capitalized Interest
- Manage Capitalized Interest
- Manage Capitalized Interest Rates
- Manage Capitalized Interest Rate Schedules

**Borrowed and Lend Processing**
- Distribute Borrowed and Lend Amounts
- Manage Transfer Price Rules
- Manage Transfer Price Schedules

**Burden Expenditure Items**
- Generate Burden Transactions
- Manage Burden Schedules
- Test Burden Cost Calculations

**Accounting**
- Create Adjustment Journal
- Review Journal Entries
- Post Journal Entries to General Ledger

### Manage Expenditure Items

**Overview**

**Manage Expenditure Items**

**Search**

**Search Results**

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Project Number</th>
<th>Task Name</th>
<th>Task Number</th>
<th>Contract Name</th>
<th>Contract Number</th>
<th>Funding Source</th>
<th>Expenditure Type</th>
<th>Expenditure Item Date</th>
<th>Expenditure Organization</th>
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</thead>
<tbody>
<tr>
<td>3484</td>
<td>GC_400011</td>
<td>Task_1_Grants BU</td>
<td>1</td>
<td>BCS1420757 ON C</td>
<td>GC20008</td>
<td>Supplab</td>
<td>Fees</td>
<td>10-31-2016</td>
<td>Anthropology</td>
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<tr>
<td>37237</td>
<td>GC_400011</td>
<td>Task_1_Grants BU</td>
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<td>BCS1420757 ON C</td>
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<td>Anthropology</td>
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<td>Fees</td>
<td>07-01-2016</td>
<td>Anthropology</td>
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</table>

**Total**: 11 Results

**Columns Hidden**: 2
# Next Steps

## Change Network Midway Celebration
- Late July gathering in lieu of July Change Network Roundtable
- Stay tuned for more information!

## Save the Date: Flight School
- Invite your area to attend: October 2-4, SLC

## Share Flight Check-In Recording with Team
- Encourage staff to watch recording of Flight Check-In: Hot Topics (*recorded version on SkyVU Communications page*)
Questions

What are you hearing in your department about SkyVU?

What are some of your “pain points” right now?

What are you doing to help prepare your people?