Organization, Accounting, and Workflow Structures in KFS

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Today’s Goals

• Expand knowledge of foundational elements within the Financial System

• Analyze how these elements create a structure and the impacts in the Financial System to:
  ○ Reporting, Business Rules, and Workflow

• Explore restructuring options and the connection to better decision-making
Agenda

• Overview: Where do I start?
  • Structure Assessment

• Structures in the Kuali Finance System (KFS)
  • Master Data Elements
  • Workflow Structures
  • Reporting

• Exercise: Restructuring the School of Rock

• Review and Questions
OVERVIEW: Where Do I Start?

• What questions are you being asked?
  • What is your supervisor asking?
  • What is central asking?
  • What are external agencies asking?

• Who needs to review transactions?
  • How many ‘approvers’ are looking at a transaction?
  • Who should approve transactions versus review through reporting?
  • Who needs to approve versus FYI?
Structure Assessment

• Current State
  • The picture of your current data model making sure to understand why the current structure is what it is.

• Current State Analysis
  • What isn’t working?
  • What problem are we trying to solve?

• Future State
  • What do you want the data model to look like?
  • What options are available to fit your needs?
Structures in the Kuali Financial System (KFS)
Master Data Elements

While there are many different codes and attributes that can be used to facilitate reporting and workflow needs, we have identified these 8 items and named those the “Master Data Elements”.

These elements are as follows:

1. Chart
2. Responsibility Center (AKA: MAU)
3. Organization (AKA: U1, U2, U3)
4. Account
5. Sub-Account
6. Project
7. Object Code
8. Sub Object Code
### Organization Code in KFS

**Chart Code:**

<table>
<thead>
<tr>
<th>Chart Code</th>
<th>Organization Code</th>
<th>Organization Name</th>
<th>Responsibility Center Code</th>
<th>Organization Type</th>
<th>Organization Allows Accounts</th>
<th>Reports to Organization</th>
<th>Active Indicator</th>
<th>Organization Manager Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td>10076200</td>
<td>CONTROLLER</td>
<td>76</td>
<td>U1</td>
<td>Yes</td>
<td>10076000</td>
<td>Yes</td>
<td>Matlock, Angela</td>
</tr>
</tbody>
</table>
Sample Finance Structure View for College of Osteopathic Medicine

University-Defined Orgs

Sub-orgs

COM Student Services (U2) 40000000
COM Academic Programs (U2) 40000001
COM Statewide Campus System (U2) 40000020
COM Research (U2) 40000021
COM External Programs & Advancement (U2) 40000022
COM Business Office (U2) 40000040
COM Office of the Dean (U2) 40000041

Sub Org Sample 1 (U3) 40000653
Sub Org Sample 2 (U3) 40000654
Sub Org Sample 3 (U4) 40000655
Sub Org Sample 4 (U4) 40000656
Sub Org Sample 5 (U4) 40000657
Sub-O rganizations-An Example

• An Organization (U1 level) called “Peanut Butter and Jelly Sandwich” has determined that they meet the requirements for creating sub orgs, received the appropriate executive approvals, and met with the group that assists units in org changes. What would that look like?
Why an Organization May Want to Change

Some of the top reasons are:

• Accurate representation of an organization
• Proper representation of a reorganization
• Refine document routing workflow
• Better utilize system security roles
• Provide for better reporting
Organization Structures

Things to consider before developing a new org or sub-org:

• Is there a need for a separate budget?
• Will there be several funding sources?
• Will individuals other than the primary org administrator be responsible for managing personnel and making budgetary decisions?
• Will my change have an impact on other systems or areas that will also need to be considered?
• Will positions/personnel be in the new org?
• Will my existing site logic be impacted?
Organizational Change at MSU

Michigan State University is a constantly changing institution and any changes made to official university organizations must be managed and tracked. Since organizational change is a complex process that involves numerous systems and moving pieces across many areas including HR, Finance, and Information Technology, the University utilizes the Organization of Interest (OOI) application, which serves as the official system of record for all organizations (commonly referred to as departments) at MSU.

OOI migrates organization changes to other University systems by way of managed interfaces to ensure all organization changes are consistent within all of the University’s business systems (i.e., the Kuali Finance System-KFS, the HR/Payroll System-SAP, the Common Unit Code system-D03, and the Student Information System-SIS). Additionally, within the application and the Enterprise Data Warehouse (EDW), OOI provides displays of various information and reporting relationships between organizations.

The Office of Planning and Budgets (OPB) is the business owner of OOI.

Applicability
Organization Information Managed Within OOI
Requesting an Organization Change
Using OOI Data
OOI HRD Courses
OOI Contact Information
<table>
<thead>
<tr>
<th>Need to refine HR workflow</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Need to group accounts on reports</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Need to refine unit time administrators</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Need to further define financial transactions</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Need to have more fiscal officers on accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Need to break down transactions lower than sub-account</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Need to refine finance workflow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Need to more accurately represent organizational structure</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Need to reflect reorganization of MAU</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Need to improve reporting capability</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Accounting Line Elements Currently Available for Use**

<table>
<thead>
<tr>
<th>Account attributes, such as Program Initiative Code</th>
<th>Sub-Accounts/WBS Element</th>
<th>Project Codes/Internal Order</th>
<th>Sub-Object Codes/Cost Center</th>
<th>Accounts/Fund</th>
<th>New Organization/Modify University Defined Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Need to refine HR workflow</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Need to group accounts on reports</strong></td>
<td>X</td>
<td>X</td>
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<td></td>
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<tr>
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<td></td>
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<td>X</td>
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</tr>
<tr>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Need to improve reporting capability</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
# Master Data Elements on the Accounting String

<table>
<thead>
<tr>
<th>Source</th>
<th># Chart</th>
<th># Account</th>
<th>Sub-Account</th>
<th># Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th># Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Ties:**
- Chart
- Organization
- Fiscal Officer
- Account Supervisor

**Drives:**
- Routing/Reporting

**Ties:**
- Chart

**Drives:**
- Reporting
- Some Routing

**Attribute:**
- Organization

**Drives:**
- Reporting

---

**Ties:**
- Account

**Drives:**
- Reporting

---

**Ties:**
- Account
- Object Code

**Drives:**
- Reporting

---

**Ties:**
- Organization

**Drives:**
- Reporting
- Reporting

---

**Drives:**
- Routing/Reporting

---
Master of the Elements:

An exercise in depicting how different elements can be used in KFS to meet a single need

• The Assignment:

  • Your University has decided to teach all of its classes in 5 different languages. (French, Spanish, Chinese, Arabic, English)
  • Funding will come from 3 different sources (General, Designated, and Contracts & Grants)
  • You have been charged with managing this new activity and determining the appropriate data structure to utilize.
Chart/Responsibility Center Option

- **Chart**
  - Highest level of grouping. Represents the University as a whole.
  - Apply 5 languages – N/A as activity is not a new campus or a new university.

- **Responsibility Center**
  - Represents major academic units such as colleges.
  - Belongs to: Charts
  - Apply 5 languages – N/A as activity is not a new major unit.
Organization Option

- A unit that usually contains accounts, budgets, and positions and belongs to a Responsibility Center.
  - Pros – Workflow and Reporting Capabilities
  - Cons – Difficult to set up and requires cross system coordination.

- Option Applied
  - Five Languages = 5 Org Codes
  - Three Funding Sources = 3 Accounts/Org = 15 Accounts
Account Option

- Established for a specific purpose with ONE source of funding and belongs to an Organization Code
  - Pros – Workflow, Reporting, Budgeting
  - Cons – One funding source, only 1 Fiscal Officer per Account

- Option Applied
  - One Managing Org = 1 Organization Code
  - Five Languages and Three Funding Sources = 15 Accounts
Sub-Account Option

• Represents a sub-purpose of an account. Takes on all the attributes of the account.
  • Pros – Easy to set up, budgeting, reporting
  • Cons – No workflow, difficult to use across departments

• Option Applied
  • One Managing Org = 1 Organization Code
  • Three Funding Sources = 3 Accounts
  • Five Languages for each Account = 15 Sub Accounts
Project Code Option

- Unit Initiatives that are usually shared with other departments/colleges. These belong to an organization, but are not limited to that organization's use.
  - Pros – Easy to share/set up, Reporting
  - Cons – Anyone can use, No Workflow

- Option Applied
  - One Managing Org – 1 Organization Code
  - Three Funding Sources = 3 Accounts
  - Five Languages = 5 Project Codes
Object Code Option

• A grouping of transactions based on revenue, expense, assets, and liabilities that belongs to a Chart.
  • Pros – University defined, Business Rules, Some Reporting
  • Cons – Hard to set up, No Workflow

• Option Applied
  • N/A as activity has both revenue and expenses
Sub-Object Code Option

- Further defines an Object Code; Inherits the attributes of an Object Code. Belongs to both an Account and Object Code.
  - Pros – Easy to set up, unit defined, some reporting
  - Cons – Long term maintenance, No Workflow

- Option Applied
  - N/A as activity has both revenue and expenses
Attributes

• Elements that define a Master Data Element
  • Program Initiative Code – Allows grouping based on Accounts.
  • Financial Reporting Code – Allows grouping based on Sub Accounts
Our Recommendation for this Exercise

• Organization Code = 1
• Accounts = 3
  • General Fund, Designated, Contracts and Grants
• Sub-Accounts = 15
  • GA-French, GA-Spanish, GA-Chinese, GA-Arabic, GA-English
  • DS-French, DS-Spanish, DS-Chinese, DS-Arabic, DS-English
  • RC-French, RC-Spanish, RC-Chinese, RC-Arabic, RC-English
• Program Initiative Code = 1
  • Languages
• Financial Reporting Code = 5
  • French, Spanish, Chinese, Arabic, English

• ALWAYS REMEMBER
  • Whatever you decide, it should fit in with your current Fiscal Data Model
Master Data Element Structures

Things to consider when reviewing your data structure

• Are you still using a shadow system? If so, could it be removed by utilizing Master Data Elements?

• Is your unit utilizing the Master Data Elements correctly based on how they were defined/utilized in this presentation?

• Has your unit created more Master Data Elements than what is required/needed to make your unit run efficiently?

• Are you aware of what other systems use these codes either through reporting, feeds, etc and are you utilizing those availabilities effectively?

• Are your Master Data Elements set up in a way that will be easy to maintain long after set up? Do you have a process in place to continually review your set up?

• Is your unit correctly utilizing the Master Data Elements based on their workflow capabilities?
“And this is where our workflow redesign team went insane.”
Question #1

True or False –

A user must first be assigned the Financial Document Preparer role to have access to the Financial System.

False

A user has access to the Financial System as long as they are a PAID MSU employee.
Question #2

An Account Delegate set up as Secondary for “KFST” documents….

A. Can take action on all documents on behalf of the Fiscal Officer
B. Is the equivalent of the Fiscal Officer for Transactional Documents on the specific accounts where they are assigned
C. Can be anybody with access to the Finance System
D. Will be a backup no matter how many other Delegates are assigned to that account
Answer #2

A. Can take action on all documents on behalf of the Fiscal Officer
   a) No. This user will only be able to take actions for Financial Transaction document types (KFST).

B. Is the equivalent of the Fiscal Officer for Transactional Documents on the specific accounts where they are assigned.
   b) Yes. It is important to note that an Account Delegate is considered equal to the FO in the eyes of the system. A common item we hear from users is “why did this document skip me for approval” and the answer is that they had a delegate set up who either initiated or took action on the document earlier.

C. Can be anybody with access to the Finance System
   c) This can be modified functionally using permissions, but at Michigan State University we have this limited so that only users with an “Active Professional” person record and the “Financial Document Preparer” role can serve as Fiscal Officers or Delegates. This automatically eliminates students and affiliate users from serving in this function unless a special request is made.

D. Will be a backup no matter how many other Delegates are assigned to that account.
   d) No. Account Delegations work on the concept of exclusion vs. inclusion. If there are 2 secondary delegates set up on an account, one for KFST eDocs and one for DV, when submitting a DV only the delegate specified for DV will be able to take action.
# Finance Role Definitions Matrix –

The table below shows the different Financial System roles that impact units and describes when they should be used and how they are assigned.

<table>
<thead>
<tr>
<th>Role</th>
<th>Role Definition</th>
<th>Who should be in this role?</th>
<th>What workflow responsibilities does this role have in KFS?</th>
<th>How are they assigned?</th>
<th>Organization Code Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic User/Person</td>
<td>THIS IS NOT A ROLE - Active users can perform basic searches, receive ad hoc routed e-Docs, create Requisitions and Stores orders all without any additional role assignments.</td>
<td>Automatically applied for an active MSU employee (Faculty, Staff, and Student Employees)</td>
<td>None</td>
<td>Automatic based on employment in HR (SAP)</td>
<td>User is assigned to a single organization code by an interface with HR (SAP). This is called their &quot;Primary Department Code&quot; in KFS.</td>
</tr>
<tr>
<td>View Only</td>
<td>Has all of the abilities as a &quot;Basic User/Person&quot; but with the added ability to open documents, perform Balance Inquiries, and view BI University level Finance reports.</td>
<td>Employees that need the ability to open/review information, but do not need to initiate documents beyond a Requisition or Stores Order.</td>
<td>None</td>
<td>ARM form (e-ARM available) <a href="https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html">https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html</a></td>
<td>None</td>
</tr>
<tr>
<td>Financial Document Preparer</td>
<td>Has all of the abilities as a &quot;Basic User/Person&quot; and &quot;View Only&quot;, but with the added ability to initiate documents. This role is required to be assigned as a fiscal officer, Account Supervisor, Account Delegate, and few other higher level roles.</td>
<td>Financial Staff (anyone that needs to initiate documents in the Financial System)</td>
<td>Initiate</td>
<td>ARM form (e-ARM available) <a href="https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html">https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html</a></td>
<td>User can only be assigned to this role once and the organization code is used for routing on the Requisition document. If no specific organization is listed, the user's Primary Department Code will be assigned during processing. This does not restrict the user within the Financial System based on that organization assignment.</td>
</tr>
<tr>
<td>Content Reviewer</td>
<td>This role allows the assigned user to review or edit Requisition or Stores Order documents before the Fiscal Officer. The document will route based on the organization of the initiator of the document.</td>
<td>Staff that manage procurement</td>
<td>Approval of REQS and SORD</td>
<td>ARM form (e-ARM available) <a href="https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html">https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html</a></td>
<td>User can only be assigned to individual organization codes. Hierarchy option is not available.</td>
</tr>
<tr>
<td>CAM Processor</td>
<td>CAM Processor is responsible for maintaining, tagging, loading, transferring, and taking inventory of assets.</td>
<td>Staff that manage assets</td>
<td>None</td>
<td>ARM form (e-ARM available) <a href="https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html">https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html</a></td>
<td>User can be assigned to individual orgs or a parent level hierarchy org.</td>
</tr>
<tr>
<td>Account Reviewer Level Two</td>
<td>According to University policy, this role must approve Disbursement Vouchers with any accounting line over $25,000. These transactions require two approvals.</td>
<td>MAU/College Level Approvers</td>
<td>Approval of DV's over 25 K</td>
<td>ARM form (e-ARM available) <a href="https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html">https://aissecuritycontact.ais.msu.edu/ebs_arm_index.html</a></td>
<td>User can be assigned to individual orgs or a parent level hierarchy org.</td>
</tr>
<tr>
<td>Fiscal Officer</td>
<td>This role has oversight and is responsible for activity in the Financial System related to an account.</td>
<td>Departmental Staff</td>
<td>Approval on most transactional documents and some maintenance documents</td>
<td>Assigned by departments using the Account or Account Global document within KFS</td>
<td>Fiscal Officers are assigned to individual accounts. Accounts are assigned to an individual organization. There are no system restrictions for a user being assigned as a Fiscal Officer across different organizations.</td>
</tr>
<tr>
<td>Account Supervisor</td>
<td>This role is for a high-level administrator who is responsible for adhering to the account's purpose and following University policies.</td>
<td>Deans, Deans' Designate or Unit Administrator</td>
<td>PFI on Account e-Doc</td>
<td>Assigned by departments using the Account or Account Global document within KFS</td>
<td>Account Supervisors are assigned to individual accounts. Accounts are assigned to an individual organization. There are no system restrictions for a user being assigned as an Account Supervisor across different organizations.</td>
</tr>
<tr>
<td>Account Managers</td>
<td>This role has no system responsibility and is for information purposes only.</td>
<td>Principal investigator (PI) for Contract and Grant accounts. For most other cases, the Fiscal Officer is also assigned here.</td>
<td>None</td>
<td>Assigned by departments using the Account or Account Global document within KFS</td>
<td>Account Managers are assigned to individual accounts. Accounts are assigned to an individual organization. There are no system restrictions for a user being assigned as an Account Manager across different organizations.</td>
</tr>
<tr>
<td>Organization Reviewer</td>
<td>This role allows the user and/or MAU to define workflow after the Fiscal Officer if desired. Documents route based on the combination of the organization code and other defined qualifiers.</td>
<td>Unit Administrators</td>
<td>Approve, Acknowledge, or PFI any document assigned</td>
<td>Assigned by departments using the Organization Review documents within KFS</td>
<td>Organization Review is driven by Organization code and allows for parent hierarchy routing. This workflow can also be assigned to an individual or to a group of users.</td>
</tr>
</tbody>
</table>
Workflow Structures:
Things to consider when reviewing your workflow structure

- Are documents currently routing the way our department functions?
- Do users in my existing structure need the access they have?
- Are there areas where roadblocks could occur? Backup needed?
- Do I have users assigned to all required roles? Audit controls?
- Are the users I have assigned to roles appropriate for the function?
- Am I utilizing hierarchy capabilities? Should I be?
- Am I using workflow where reporting might be an option?
- If I change my organization structure what roles will be affected and how?
Putting it in Perspective...

- **MSU Active Codes**
  - Charts = 2
  - Organization Codes = 1,150
  - Accounts = 17,225
  - Sub Accounts = 39,777
  - Sub Object Codes = 772,980
  - Project Codes = 8,774

- **MSU Active Workflow/Role Assignments**
  - Active “Person” = 44,266
  - Financial Document Preparer = 3,367
  - Fiscal Officers = 500
  - Account Delegates = 453
  - Organization Review = 937 assignments
  - Sub Fund Review = 442 assignments
  - Award Review = 287 assignments
REPORTING
Reporting

Things to consider when reviewing your reporting structure

• Timing will be an important factor to reporting when doing a restructure. As multiple systems are involved and may need different “effective dates” in order to set up the needed changes users will need to understand that there may be several days where they will want to hold off on running reports. Depending on reporting requirements this could be a key factor in selecting an “effective date” for the change.

• Do I need the data to look as though the organization always looked this way or do I need to be able to see a distinction between the historical structure and the current structure? Do the existing reports accommodate this?

• If I am trying to solve a reporting issue are there any other existing reports that could solve my problem without requiring a restructure? Or could one be created?

• If I am restructuring to utilize Master Data Elements, are there reports that have the capability to group by those Master Data Elements?

• If I am trying to restructure to “sub orgs” will my existing reports handle the “roll up” or will it only pull data within the specific organization selected?

• May need to consider configurations of any “shadow” systems or reports where organization information is hard coded.
MSU Example
IBM Cognos folder structure for reports by Master Data Element

Public Folders > Finance Folder > University Finance Reports > Key Finance Reports > Activity Review

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Review - Chart-FIN507</td>
</tr>
<tr>
<td>Activity Review - Responsibility Center-FIN508</td>
</tr>
<tr>
<td>Activity Review - Organization-FIN509</td>
</tr>
<tr>
<td>Activity Review - Account-FIN500</td>
</tr>
<tr>
<td>Activity Review - Sub-Account-FIN510</td>
</tr>
<tr>
<td>Activity Review - Project Code-FIN511</td>
</tr>
</tbody>
</table>
MSU Example:
IBM Cognos folder structure for reports by Master Data Element
PUTTING IT ALL TOGETHER

I think you should be more specific here in step two.
Small Group Exercise: Restructure the School of Rock

The Steps

1. Current State (Identify the Current Picture)
2. Current State Analysis (What Isn’t Working?)
3. Future State (What Does It Need To Be?)
School of Rock’s Current State

Organization Chart

MAU Organization Code: 10030000

College of Music

School of Rock
  Department U1 Organization Code: 40000699

Band
  Department U1 Organization Code: 10030094

Music (Dean)
  Department U1 Organization Code: 10030598

Community Music School
  Department U1 Organization Code: 10030163

Off Campus Credit Program Music
  Department U1 Organization Code: 10030192
School of Rock’s Current State (Cont’d)

Master Data Elements

<table>
<thead>
<tr>
<th>Account</th>
<th>Fiscal Officer</th>
<th>Sub Account</th>
<th>Project Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA100233 (Supplies &amp; Services &amp; Equip)</td>
<td>Michael Jackson</td>
<td>Instrument Maintenance (IM)</td>
<td>Chicago (on Payroll Org)</td>
</tr>
<tr>
<td>XT100032 (Music Performance Activities)</td>
<td>Michael Jackson</td>
<td>Instrument Maintenance (IM)</td>
<td>Chicago (on Payroll Org)</td>
</tr>
</tbody>
</table>
School of Rock’s Current State (Cont’d)

Organization User Descriptions

The Organization has the following users which perform functions as indicated. In addition to the functions stated they also have run into an issue where they receive funding from EBS and would like to track it in their financials, but they aren’t sure how to set up their structure to meet that need.

<table>
<thead>
<tr>
<th>School of Rock Users</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Led Zeppelin</td>
<td>Dean in org 10030598 that would like to see all transactions over 50K, but doesn't want to hold up processing</td>
</tr>
<tr>
<td>Michael Jackson</td>
<td>Responsible for financial activity in School of Rock, but is overwhelmed and needs help</td>
</tr>
<tr>
<td>Katy Perry</td>
<td>New Student Hire that will be in charge of Stores Orders for School of Rock</td>
</tr>
<tr>
<td>Madonna</td>
<td>Unit Administrator for College of Music that is frustrated that she continues to get ad hoc routed documents when she only really wants to approve DV's over 30K for Classical Rock documents.</td>
</tr>
<tr>
<td>Janet Jackson</td>
<td>New Hire that has been brought on to split responsibility with Michael Jackson for the School of Rock</td>
</tr>
</tbody>
</table>
School of Rock’s Current State Analysis

Identify issues that need to be resolved and/or areas where improvements could be made.

1. Michael Jackson needs backup
2. Sub Account isn’t really a sub account, but a sub object code
3. Project Code should be a Program Initiative Code
4. Led Zeppelin should be set up in Organization Review
5. Madonna should be set up in Organization Review
6. Janet Jackson should be an FO on one Account and a delegate on the other
7. EBS should be a project code to aid in reporting
8. 
9. 

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School of Rock’s Future State

Organization Chart

MAU
Organization Code: 10030000

College of Music

School of Rock
Department U1 Organization Code: 40000699

Band
Department U1 Organization Code: 10030094

Music (Dean)
Department U1 Organization Code: 10030598

Community Music School
Department U1 Organization Code: 10030163

Off Campus Credit Program Music
Department U1 Organization Code: 10030192

Classical Rock
Department U2 Organization

Hard Rock
Department U2 Organization
## School of Rock’s Future State

### Master Data Elements

<table>
<thead>
<tr>
<th>Accounts</th>
<th>Organization</th>
<th>FO</th>
<th>Delegate</th>
<th>Sub Object</th>
<th>Program Initiative Code</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA100233 (Supplies, Service &amp; Equip)</td>
<td>40000699</td>
<td>mjackson</td>
<td>jjackson</td>
<td>IM</td>
<td>Chicago</td>
<td>EBS</td>
</tr>
<tr>
<td>XT100032 (Music Performance Activities)</td>
<td>40000699</td>
<td>jjackson</td>
<td>mjackson</td>
<td>IM</td>
<td>Chicago</td>
<td>EBS</td>
</tr>
</tbody>
</table>
Organization Roles

Identify what roles the users should have in order to meet the organizations structural needs.

<table>
<thead>
<tr>
<th>School of Rock Users</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Jackson</td>
<td>Assign Janet Jackson as a secondary Account Delegate for all “KFS” eDocs for 1 account and an FO for the other account.</td>
</tr>
<tr>
<td>Katy Perry</td>
<td>Does not need any roles to access KFS and create orders as long as she is a paid employee in SAP.</td>
</tr>
<tr>
<td>Madonna</td>
<td>Organization Review for Approval of “DV” documents over 30K for Organization 10030000.</td>
</tr>
<tr>
<td>Janet Jackson</td>
<td>Assign Michael Jackson as Fiscal Officer for one of the accounts and the secondary Account Delegate for all “KFS” documents on the other.</td>
</tr>
</tbody>
</table>
DV eDoc – Katie Perry needs reimbursement for an emergency drum set repair that was needed for a gig in Chicago.

<table>
<thead>
<tr>
<th>Source</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MICHIGAN STATE UNIVERSITY</td>
<td>GA100233</td>
<td>SUPPLIES &amp; SERVICES &amp; EQUIP - GEN Operations - SCHOOL OF ROCK</td>
<td>6108</td>
<td>EQUIPMENT MAINTENANCE</td>
<td>IM</td>
<td>Instrument Maintenance</td>
<td>EBS</td>
</tr>
</tbody>
</table>

Total Amount: 32,000.00
School of Rock – Future State Example

DV eDoc Route Log

Route Log

<table>
<thead>
<tr>
<th>Action</th>
<th>Taken By</th>
<th>For Delegator</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETED</td>
<td>Ash, Camille</td>
<td></td>
<td>10:03 AM 10/24/2012</td>
<td></td>
</tr>
</tbody>
</table>

Pending Action Requests

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN ACTION LIST APPROVE</td>
<td>Perry, Katy</td>
<td>10:03 AM 10/24/2012</td>
<td>Ad Hoc Routed by cash1</td>
</tr>
</tbody>
</table>

Future Action Requests

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENDING APPROVE</td>
<td>Jackson, Michael</td>
<td>10:03 AM 10/24/2012</td>
<td>KFS-SYS Fiscal Officer MS GA100233</td>
</tr>
</tbody>
</table>

Node: Account
Priority: 1
Approval Policy: False
Forced Action: False

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVE</td>
<td>Jackson, Janet (Secondary Delegate)</td>
<td>10:03 AM 10/24/2012</td>
<td>Delegation of: KFS-SYS Fiscal Officer MS GA100233 to principal jjackson</td>
</tr>
<tr>
<td>PENDING APPROVE</td>
<td>Madonna, Madonna</td>
<td>10:03 AM 10/24/2012</td>
<td>KFS-SYS Accounting Reviewer 10030000 MS NONE 30000.00 DV</td>
</tr>
<tr>
<td>PENDING APPROVE</td>
<td>(Multiple - expand to see details)</td>
<td>10:03 AM 10/24/2012</td>
<td>KFS-FP Disbursement Auditor EL DV</td>
</tr>
<tr>
<td>PENDING APPROVE</td>
<td>Hunter III, Ally Lynn, Patricia Gulliver, Deborah McKay, Susan</td>
<td>10:03 AM 10/24/2012</td>
<td>KFS-FP Disbursement Manager 10000.00 EL DV</td>
</tr>
</tbody>
</table>
School of Rock – Future State Example (Cont’d)

DV Reporting – Prompt Page

Activity Review - Account-FIN500

Select the Fiscal Year:
- 2011
- 2012
- 2013
- 2014

Select the Month - Fiscal Period Range:
- Jul-Fiscal Period 01
- Oct-Fiscal Period 04

Select an Account Status:
- Open
- Closed
- Both

Search and Select One or More Accounts:
- GA100233 - SUPPLIES & SERVICES & EQUIP

Optional Report Components

Additional Report Pages:
- Object Consolidation Summary
- Object Level Summary
- Object Code Summary
- Sub-Object Summary
- Transaction Detail
- Report Summary Page
**School of Rock – Future State Example (Cont’d)**

**DV Reporting – Rendered Report**

### Activity Review - Account-FIN500

**Between Jul-Fiscal Period 01 and Oct-Fiscal Period 04**  
**Acct Name: SUPPLIES & SERVICES & EQUIP**  
**40000699-SCHOOL OF ROCK**

<table>
<thead>
<tr>
<th></th>
<th>Beginning Balance</th>
<th>Period Activity</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allocation/Award Budget</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allocation: (A)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Award: (B)</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Fund Balance (C)</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Actual Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income: (D)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Transfers In: (E)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>**Total Income: (F)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Actual Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses: (G)</td>
<td>0.00</td>
<td>32,000.00</td>
<td>32,000.00</td>
</tr>
<tr>
<td>Transfers Out: (H)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>**Total Expenses: (I)</td>
<td>0.00</td>
<td>32,000.00</td>
<td>32,000.00</td>
</tr>
<tr>
<td>**Net Activity (J)</td>
<td>(F-I)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Balance Before Encumbrances (K) = (A+J)</strong></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Current Encumbrances</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase Orders: (L)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>F&amp;A (0.0%): (M)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Pre-Encumbrances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Pre-Enc: (Q)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Expense Pre-Enc: (O)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Payroll Encumbrances: (P)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Encumbrances: (R) = ((L+M+Q+O+P)=N)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance After Encumbrances (K) = (K-R)</strong></td>
<td>$(32,000.00)</td>
<td>$(32,000.00)</td>
<td>$(32,000.00)</td>
</tr>
<tr>
<td><strong>Current Pending Transactions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Pending: (S)</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
Where do I go for help?

• To address any questions your unit may have regarding which path may best meet the needs of your organization, please contact the Organization Planning Group EBSP.OOI.Workgroup and the appropriate party will respond.
Questions
Thank You!