“...to become the world’s most powerful learning environment...”
ERP Project
Campus-Wide Information Session
April 2004
Agenda

• Introduction/ERP Project Overview
• How will the ERP Project Affect Me?
• Chart of Accounts
• eProcurement
• Requisitions
• Procurement Card
• Summary
• Q & A
10/20/2003 Project Kick-off

Jan-04

Dec - Mar IDP Sessions

Apr-04

Financials – Phase I

Jul-04

General Ledger, Purchasing, Accounts Payable

Oct-04

7/1/2004 Grants, Contracts, Projects, Accounts Receivable, Billing, Budgets

Jan-05

Nov-04

Remaining FIN / HCM Modules

Jan-05

Financials & HCM Phase II

7/1/2005

8/1/2005

Expenses, eProcurement

Mar-05

Apr-05

eApps, EPM, Self-Service

Jul-05

Today

Dec - Mar

ERP Planning Oct - Dec

Jan-04

Development, Testing, Training Feb - Jun

ERP Planning Oct - Dec

Human Resources, Payroll, Benefits

1/1/2005

HCM – Phase I
Requisitions – Check Request Form
ERP Web site

http://www.case.edu/projects/erp
PeopleSoft 8.4
Chart of Accounts
<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>PS 7.5</th>
<th>PS 8.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>4 Digits</td>
<td>6 Digits</td>
</tr>
<tr>
<td>Speedtype</td>
<td>6 Digits</td>
<td>9 Digits</td>
</tr>
<tr>
<td>Dept ID</td>
<td>4 Digits</td>
<td>6 Digits</td>
</tr>
<tr>
<td>Fund</td>
<td>5 Digits</td>
<td>5 Digits</td>
</tr>
<tr>
<td>Project</td>
<td>6 Digits</td>
<td>9 Digits</td>
</tr>
<tr>
<td>Class</td>
<td>2 Digits</td>
<td>2 Digits</td>
</tr>
<tr>
<td>Program Code</td>
<td>1 Digit</td>
<td>-</td>
</tr>
<tr>
<td>Event</td>
<td>-</td>
<td>10 Digits</td>
</tr>
</tbody>
</table>
ACCOUNT
The account chartfield has been modified to use 1 – 5 to identify one of the following five categories:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Asset</td>
</tr>
<tr>
<td>2</td>
<td>Liability</td>
</tr>
<tr>
<td>3</td>
<td>Net Assets</td>
</tr>
<tr>
<td>4</td>
<td>Revenue</td>
</tr>
<tr>
<td>5</td>
<td>Expense</td>
</tr>
<tr>
<td>Account</td>
<td>PS 7.5/FMS</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
</tr>
<tr>
<td>0100 - 0299</td>
<td>= 1</td>
</tr>
<tr>
<td>0300 - 0399</td>
<td>= 2</td>
</tr>
<tr>
<td>0400 - 0499</td>
<td>= 3</td>
</tr>
<tr>
<td>0500 - 1099</td>
<td>= 4</td>
</tr>
<tr>
<td>1100 - 9999</td>
<td>= 5</td>
</tr>
</tbody>
</table>
Chart of Accounts

Account

Changing the current account 3430 to:

534300
<table>
<thead>
<tr>
<th>Speedtype</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speedtypes</td>
<td>Will be used across financial systems</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>(AP)</td>
</tr>
<tr>
<td>General Ledger</td>
<td>(GL)</td>
</tr>
<tr>
<td>Purchasing</td>
<td>(PO)</td>
</tr>
<tr>
<td>Speedtype</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>---</td>
</tr>
<tr>
<td>FMS</td>
<td>642-1919</td>
</tr>
<tr>
<td>PS 7.5</td>
<td>421919</td>
</tr>
<tr>
<td>RES</td>
<td>421919</td>
</tr>
<tr>
<td>Speedtype</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>FMS</td>
<td>645-9876</td>
</tr>
<tr>
<td>PS 7.5</td>
<td>459876</td>
</tr>
<tr>
<td>TRN</td>
<td>459876</td>
</tr>
</tbody>
</table>
Chart of Accounts

DEPT ID
## Chart of Accounts

### Dept ID

The first character in the Dept ID chartfield will identify school location.

The second character is designated by the Budget Office for budgeting purposes.

<table>
<thead>
<tr>
<th>1st Character</th>
<th>1</th>
<th>CAS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>UGEN</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>ENG</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>MSASS</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>LAW</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>SOM</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>WSOM</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>DEN</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>NUR</td>
</tr>
</tbody>
</table>
## Chart of Accounts

### Dept ID

<table>
<thead>
<tr>
<th>3rd – 6th Characters</th>
<th>FMS</th>
<th>241-1221</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 7.5</td>
<td>411221</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3rd – 6th Characters</th>
<th>261221*</th>
</tr>
</thead>
</table>

| First digit          | UGBN      |
| Second digit         | General Admin |
| Last four digits     | 0001 - 9999 |

*Note: Schools will have the choice to convert current Dept ID’s to their own numbering convention.*
Chart of Accounts

FUND
Chart of Accounts

Fund

Fund is a high level, relatively static chartfield which broadly groups related types of transactions. In the past, this chartfield was used to capture more detailed information.

The number of funds has been significantly reduced with the Project chartfield now housing the detail that was once contained in Fund.
<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11000</td>
<td>Bank Cash</td>
</tr>
<tr>
<td>48000</td>
<td>Endowment Scholarship</td>
</tr>
<tr>
<td>83000</td>
<td>Student Organizations</td>
</tr>
<tr>
<td>96010</td>
<td>Research - Federal</td>
</tr>
<tr>
<td>96015</td>
<td>Research - Other Govt</td>
</tr>
<tr>
<td>96020</td>
<td>Research - Private</td>
</tr>
<tr>
<td>97000</td>
<td>Academic Operating</td>
</tr>
</tbody>
</table>
PROJECT
Chart of Accounts

Project

The first three characters of a project will identify the type of fund being used. Hence, the lead three or four alpha characters…
## Chart of Accounts

### Project

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGY</td>
<td>Agency</td>
</tr>
<tr>
<td>ANN</td>
<td>Annuity</td>
</tr>
<tr>
<td>CIP</td>
<td>Construction In Progress</td>
</tr>
<tr>
<td>END</td>
<td>Endowments</td>
</tr>
<tr>
<td>FHB</td>
<td>Funds Held By Others</td>
</tr>
<tr>
<td>PLT</td>
<td>Plant</td>
</tr>
<tr>
<td>INS</td>
<td>Instructional</td>
</tr>
<tr>
<td>RES</td>
<td>Research</td>
</tr>
<tr>
<td>TRN</td>
<td>Training</td>
</tr>
<tr>
<td>SPC</td>
<td>Special Projects</td>
</tr>
<tr>
<td>OSA</td>
<td>Other Sponsored Activity</td>
</tr>
</tbody>
</table>

- **Federal**
- **Other Gov**
- **Private**
<table>
<thead>
<tr>
<th>Project</th>
<th>FMS</th>
<th>642-1234</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS 7.5</td>
<td>421234</td>
</tr>
<tr>
<td>Research project</td>
<td>RES</td>
<td>421234</td>
</tr>
</tbody>
</table>

- Federal
- Other Gov
- Private

CASE WESTERN RESERVE UNIVERSITY
<table>
<thead>
<tr>
<th>Project</th>
<th>FMS</th>
<th>646-1199</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PS 7.5</td>
<td>461199</td>
</tr>
</tbody>
</table>

END119900
Chart of Accounts

CLASS
Chart of Accounts

Class

Class will be converted to the following for reporting purposes:

- 00
- 10 → 10
- 30 → 30
- 70 → 70
Chart of Accounts

EVENT
Event is a chartfield that each school can use to link expenses to a particular event (i.e.: conference, meeting).

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>534300</td>
<td>Russo’s</td>
<td>$100.00</td>
<td>Molar Stdy</td>
</tr>
<tr>
<td>534300</td>
<td>Russo’s</td>
<td>$75.00</td>
<td>Child TD</td>
</tr>
<tr>
<td>Category</td>
<td>PS 7.5</td>
<td>PS 8.4</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>--------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>4 Digits</td>
<td>6 Digits</td>
<td></td>
</tr>
<tr>
<td>Speedtype</td>
<td>6 Digits</td>
<td>9 Digits</td>
<td></td>
</tr>
<tr>
<td>Dept ID</td>
<td>4 Digits</td>
<td>6 Digits</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>5 Digits</td>
<td>5 Digits</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td>6 Digits</td>
<td>9 Digits</td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>2 Digits</td>
<td>2 Digits</td>
<td></td>
</tr>
<tr>
<td>Program Code</td>
<td>1 Digit</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>-</td>
<td>10 Digits</td>
<td></td>
</tr>
</tbody>
</table>
## Chart of Accounts

<table>
<thead>
<tr>
<th></th>
<th>PS 7.5</th>
<th>PS 8.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>3430</td>
<td>534300</td>
</tr>
<tr>
<td>Speedtype</td>
<td>421234</td>
<td>RES421234</td>
</tr>
<tr>
<td>Dept ID</td>
<td>1901</td>
<td>891901</td>
</tr>
<tr>
<td>Fund</td>
<td>97200</td>
<td>96020</td>
</tr>
<tr>
<td>Project</td>
<td>421234</td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>00</td>
<td>10</td>
</tr>
<tr>
<td>Event</td>
<td></td>
<td>Molar Stdy</td>
</tr>
</tbody>
</table>
PeopleSoft 8.4
eProcurements Demo
What is eProcurement?

The term has evolved to mean “web-based” management of all procurement activities from requisition through payment.
The eProcurement Module becomes the single point for initiating all purchasing requests for all users.
eProcurement

Requisition Features

• One requisition can include items from multiple suppliers
  The system creates and dispatches the appropriate POs
• Ability to create favorites and templates
  Easy to initiate repetitive orders
  – Add lines
  – Delete lines
  – Change quantities
• Split funding for a line
• Perform “budget checking”
• Send comments to the supplier
• Change “ship to” location
eProcurement

Approval Workflow

• Routes the requisition for approval prior to creation of a purchase order
  • Dollar level approval
    – Commodity type approval
    – Animals
  • Controlled substances
• Requestor can include comments and justification
• Additional reviewers can be added “on the fly”
• Requestor can see where the requisition is in the approval cycle
PeopleSoft 8.4
Requisitions Demo
Requisitions

New Requisition

Request Defaults

Business Unit: CASE1
Name: VP1

OK
Requisitions

PeopleSoft

Menu
- eProcurement
  - eProcurement Home Page
  - Create Requisition
  - Manage Approvals
  - Manage Requisitions
  - Buyer Station
  - Run Purchase Order Processes
  - Expedite Requisition
  - Quick Source Requisition
  - Dispatch Purchase Orders
  - Approve Change Requests

Special Request
Select the type of item you would like to order below:

Type of item
- Good
- Service

Cancel  Next
Requisitions
## Requisitions

### PeopleSoft

#### Menu
- eProcurement
- eProcurement Home Page
- Create Requisition
- Manage Approvals
- Manage Requisitions
- Buyer Station
- Run Purchase Order Processes
- Expedite Requisition
- Quick Source Requisition
- Dispatch Purchase Orders
- Approve Change Requests
- Manage Purchase Orders
- Receive Items
- Procurement Card
- Maintain Items
- Procurement Analysis
- Reports
- Procurement Application Admin
- My Profile

#### Table

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleveland Genomics</td>
<td>10515 Carnegie Ave</td>
<td>Cleveland</td>
<td>OH</td>
<td></td>
</tr>
<tr>
<td>Cleveland Genomics</td>
<td>10515 Carnegie Ave</td>
<td>Cleveland</td>
<td>OH</td>
<td></td>
</tr>
<tr>
<td>Conversion Test Vendor</td>
<td>PO Box 67888</td>
<td>Cleveburgh</td>
<td>OH</td>
<td></td>
</tr>
<tr>
<td>Crain's Communications Inc</td>
<td>PO Box 64000</td>
<td>Detroit</td>
<td>MI</td>
<td></td>
</tr>
<tr>
<td>Crain's Communications Inc</td>
<td>PO Box 64000</td>
<td>Detroit</td>
<td>MI</td>
<td></td>
</tr>
<tr>
<td>Dell Computers</td>
<td>12357 Turtle Springs Lane</td>
<td>Canoga Park</td>
<td>CA</td>
<td></td>
</tr>
<tr>
<td>Frank Basich</td>
<td>1234 Brookpark Rd</td>
<td>Cleveland</td>
<td>OH</td>
<td></td>
</tr>
<tr>
<td>Gannon, James</td>
<td>796 E Sprague Rd</td>
<td>Broadview Hts</td>
<td>OH</td>
<td></td>
</tr>
<tr>
<td>Gloria Hector</td>
<td>1234 E 68 St</td>
<td>Cleveland</td>
<td>OH</td>
<td></td>
</tr>
<tr>
<td>Hon Furniture</td>
<td>3456 Jimmy Carter Blvd.</td>
<td>Atlanta</td>
<td>GA</td>
<td></td>
</tr>
</tbody>
</table>

[Return to Special Request](#)
Requisitions

Special Request - Goods

Description: IBM3800 Computer System
Category: COMPUTERS

Qty: 1.0000
Unit of Measure: EA
Price: 15000.0000
Currency: USD
Due Date: 04/06/2004

Vendor ID: Vendor Lookup
Dell Computers

Comment Text:
Requisitions

Requisition for: Kenneth Schumacher

Requisition Title: 0000000287

Requisition Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty</th>
<th>Use PCard</th>
<th>Price</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBM3800 Computer System</td>
<td>1.00</td>
<td></td>
<td>15,000.00 USD</td>
<td>Each</td>
</tr>
</tbody>
</table>

Total Amt: 15,000.00 USD

Justification / Summary

Requisition has been saved and assigned ID number: 0000000287.
This Requisition has been submitted to the approval process.

Options:
- Cancel Requisition
- Save For Later
- Save and Submit

CASE WESTERN RESERVE UNIVERSITY
Requisitions

PeopleSoft 8

Language: English Español Français
Italiano Deutsch Français du Canada

User ID: VPZ
Password: •••

Sign In

To set trace flags, click here
### Requisitions

#### PeopleSoft

**Menu**
- eSettlements
- Asset Management
- Banking
- Cash Management
- Deal Management
- Risk Management
- VAT and Infratst
- Commitment Control
- General Ledger
- Allocations
- Statutory Reports
- Data Exchanges
- Define Integration Rules
- FCM
- Government Resource Directory
- Background Processes
  - Worklist
    - Worklist Details
    - Navigator
  - Application Diagnostics
  - Tree Manager
  - Reporting Tools
  - Report Tools

**Worklist**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Request Type</th>
<th>Approval Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenneth</td>
<td>03/30/2004</td>
<td>ePro Req</td>
<td></td>
<td>UNIV1, 000000234, RegAmpA</td>
</tr>
<tr>
<td>Schumacher</td>
<td></td>
<td>Approval Worklist Request Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/30/2004</td>
<td>ePro Req</td>
<td></td>
<td>UNIV1, 000000279, RegAmpA</td>
</tr>
<tr>
<td></td>
<td>03/30/2004</td>
<td>Approval Worklist Request Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/31/2004</td>
<td>ePro Req</td>
<td></td>
<td>UNIV1, 000000285, RegAmpA</td>
</tr>
<tr>
<td></td>
<td>03/31/2004</td>
<td>Approval Worklist Request Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/31/2004</td>
<td>ePro Req</td>
<td></td>
<td>UNIV1, 000000287, RegAmpA</td>
</tr>
<tr>
<td></td>
<td>03/31/2004</td>
<td>Approval Worklist Request Approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/25/2004</td>
<td>ePro Req</td>
<td></td>
<td>UNIV1, 000000223, RegAmpA</td>
</tr>
<tr>
<td></td>
<td>03/25/2004</td>
<td>Approval Worklist Request Approval</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Requests**

- Harris, Susan: 03/23/2004, Req Approval Worklist, Requisition Amount Approval
  - Request ID: 23, UNIV1, 000000160

**Additional Requests**

- Harris, Susan: 03/23/2004, Req Approval Worklist, Requisition Amount Approval
  - Request ID: 22, UNIV1, 000000159
Requisitions

Requisition Approval

Rule ID: Requisition Amount Approval
Step: 1
Role Name: EMPLOYEE
Comment:

Requisition Status: Pending Approval
Approver Action: Approved

Add Approvers / Reviewers

View Approval Comments / History

Requisition Information

Unit: UNIV1  Req: 0000000287  Requestor Name: VP1
Requisition Date: 03/31/2004  Total Amount: 15,000,000 Dollar

View Request Details
Requisitions

Requisition Approval Status

Requester: Kenneth Schumacher

Requisition Amount Approval

Approver: Harris, Susan
Supervisor: Approved
Date: 2004-03-31 09:15

Date Entered: 03/31/2004
Amount: 15,000.00 USD
Business Unit: UNIV1

Return to Manage Requisitions
Requisitions

Requisition Approval

Rule ID: Requisition Amount Approval
Step: 3
Role Name: MANAGER
Comment:

Add Approvers / Reviewers

View Approval Comments / History

Requisition Information

Unit: UNIV1 Req: 0000000287 Requestor Name: VP1
Requisition Date: 03/31/2004 Total Amount: 15,000.000 Dollar

CASE WESTERN RESERVE UNIVERSITY
Requisitions

Requisition Approval

Rule ID: Requisition Amount Approval
Step: 3
Role Name: MANAGER
Comment:

Requisition Status: Approved
Approver Action: Approved

Add Approvers / Reviewers

View Approval Comments / History

Requisition Information

Unit: UNV1  Req: 0000000287  Requestor Name: VP1
Requisition Date: 03/31/2004  Total Amount: 15,000,000 Dollar

View Request Details
Requisitions

Requisition Cycle for: Kenneth Schumacher

Business Unit: UNIV1
Requisition Name: 0000000286
Date Entered: 03/30/2004
Date Last Changed: 03/30/04 2:55:57 PM

CASE WESTERN RESERVE UNIVERSITY
Congratulations!!!!!!!

Your Requisition is Created and Approved.
**Requisitions**

**Requisition**

**Ship To:**
Case Western Reserve University  
Crawford 510/Barbara Brennan  
10900 Euclid Avenue  
Cleveland OH 44106  
USA

<table>
<thead>
<tr>
<th>Line-Schd</th>
<th>St</th>
<th>Item</th>
<th>Description</th>
<th>Mfg ID</th>
<th>Quantity</th>
<th>UOM</th>
<th>Price</th>
<th>Extended Amt Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>A</td>
<td></td>
<td>IBM3500 Computer</td>
<td></td>
<td>1.0000</td>
<td>EA</td>
<td>15,000</td>
<td>04/06/2004</td>
</tr>
</tbody>
</table>

Vendor: 0000000003  Dell Computers

Line Total: 15,000.00

Total Requisition Amount: 15,000.00
PeopleSoft 8.4
Procurement Card Demo
Procurement Cards

Reconcile Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with
Cardmember Number: begins with

Search Clear Basic Search Save Search Criteria
Procurement Cards

Reconcile Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

<table>
<thead>
<tr>
<th>EmplID:</th>
<th>begins with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardmember Number:</td>
<td>begins with</td>
</tr>
</tbody>
</table>

Search Results

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Credit Card Vendor</th>
<th>Cardmember Number</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>IXHCEE102 VISA</td>
<td>1234567890</td>
<td></td>
<td>Angelini,Gina</td>
</tr>
<tr>
<td>IXHCEE111 AMEX</td>
<td>8880736373838</td>
<td></td>
<td>Unger,Randy</td>
</tr>
</tbody>
</table>
Procurement Cards

[Image of PeopleSoft software interface for Procurement Cards]

- Selection Criteria
  - Merchant:
  - Trans Type:
  - Status:
  - Sort By:
  - Sort Order:

- Menu options include:
  - Reconcile Cardholder Info
  - Reconcile Statement
  - Review Disputes
  - Process Statements
  - Load Statement Options
  - Procurement Card Vendors
  - Cardholder Profile
  - Block MCC
  - Define Transaction Type Codes
  - Enter Preferred Vendors
  - Enter Preferred UOM
  - Review Statement
  - Shipments
  - Return To Vendor
Procurement Cards

PeopleSoft

Bank Statement

Account Distribution
Procurement Cards
Procurement Cards
Procurement Cards

[Image of PeopleSoft interface with menu options and a section for 'Line and Dispute Comments']
Q & A

Thank you!