University Financial Services

UFS ADVISOR

Treasurer's Message

****

Penny D Cox

There was and is no Coronavirus playbook! The events of 2020, the Covid-19 Pandemic, and institutional budget reductions have tested us all. It was a rough year.

For UFS, 2020 was all about flexibility and staying nimble.

Our UFS team has stood that test and have come out on the other side stronger and more resilient. We had to make changes and quick decisions to ensure the continued services for the University and our campus constituents. There has been both grit and grace demonstrated under the pressure that we faced and conquered together.

There is no denying or downplaying the sense of loss and exhaustion that we are all feeling as we head into 2021.

As you read this issue of UFS Advisor, I know you will agree that all of us as members of the University of Kentucky staff have much to be proud of over the past calendar year. In spite of the countless challenges presented by the pandemic, each unit has adjusted and collectively figured out the best options as some units transitioned to remote work.

A different and no less challenging circumstance awaits us this Spring semester and it will take our dedication and resilience once again to be successful. We all learned the term "Zoom zombies" and have repeated the phrase "you're on mute" for months now. I can't wait to see you at upcoming events (both virtually and in person).

But even in all the struggle, there is hope.

The roll-out of the long-awaited Covid-19 vaccine, brings us hope even in the midst of uncertainty. As President Capilouto communicated to the campus community on January 25th, *"Welcome back. I look forward to overcoming the challenges ahead with you as we seek to shine a light – as a community, unified in purpose, **united by hope**."*

Our goal is that the resources and information shared in this edition of the UFS Advisor will help campus departments as we continue to navigate our current environment together.

I hope you all are as proud as I am to be part of this great university in these uncertain and unprecedented times. Please continue to care for your colleagues, yourselves and your families.

And thank you, again, for all you are doing.

Penny Cox, Treasurer

Financial Foundation Training Program

The university will soon be offering the Financial Foundations training program as part of the Finance and Administration Training Transformation initiative. The training initiative has been developed by a steering committee of executive leaders throughout academic and administrative units and UK HealthCare with the intent of supporting and ensuring compliance with strong business policies and best practices.

The Financial Foundations training program is comprised of five sequential modules, offered in two phases. Phase One will be accessible on February 1st and consists of the following three modules: Fundamentals of Fraud Prevention, Internal Controls and Fiscal Responsibility, and Account Reconciliation. Phase Two will be available on March 1st and includes two modules: Procurement Card and Cash Handling Basics. Each module is approximately thirty minutes in length and will be delivered as a web-based training (WBT).

Attendees for the Financial Foundations training program have been identified by senior business officers in the colleges and units and will receive an automated email from myUK Learning to notify them of their assignment for the courses. The five WBTs should be completed within 60 days of when the program is assigned. Additional information can be found on the [Finance and Administration Training Transformation Initiative](#) website, and questions can be emailed to FandATraining@uky.edu.

Cost Distribution Module (CDEM)

Exciting News! Our new and enhanced Cost Distribution Module **(CDEM) will be going live on 3/1/21**. This module will facilitate the entry and management of cost distribution plans, replacing both IT0027 entry and FES **for all monthly employees**. Bi-weekly employees will be added during a later phase.

Several of the enhancements provided by CDEM:

- Real-time integration allowing for a more proactive approach to payroll processing
- Allows entry when SAP is locked for payroll and automatically feeds when SAP is unlocked
- Preview of results and error notifications prior to saving, including additional info/controls to prevent keying errors.
- Prorates off-schedule start & end dates to allow appropriate distribution of fringe benefits
- Expanded budget validation checks at entry to prevent after the fact issues
- All data will be pre-loaded into CDEM for go-live date, so data will not need to be recreated

CDEM Timeline:

January –
- Continued testing in QAS by CDEM Focus group and programming updates from testing results
- CDEM Authorizations reviewed/approved and uploaded for access
- QRC's and training materials reviewed/tested by focus group

February –

- Live Remote Training Sessions provided (specific dates TBD)
- CDEM Website available for all users
    - QRC's/Training Video's and other helpful information
- CDEM will be released in QAS for all approved users
    - Users can access CDEM in QAS and practice for go live on 3/1

March –
- GO LIVE!
- CDEM@uky.edu will be available for questions/issues

This has been a collaborative effort between numerous groups on campus and we are very thankful for the active participation. Campus users have completed extensive testing and provided thoughtful feedback to help ensure the successful implementation of CDEM. We look forward to delivering a product that has been developed with and for all users across campus.

Highlights and Benefits of Concur

On September 8th, 2020 Concur was fully implemented and made available to all applicable users here at the University of Kentucky.
Concur was originally acquired by SAP based on its well-known "Best-In-Class Global Leader in Travel and Expense Management" reputation. As a market leader in the Travel and Expense industry, over 500 institutions (private industry and higher education) utilize the services of Concur Travel and Expense.

By integrating our travel expense system and our procurement card expense system into one single solution we have created an SAP ERP solution to improve enterprise workflow. The newly implemented SAP Concur Travel and Expense solution was built to create a better user experience by improving efficiencies and effectiveness, while providing more accurate data, and richer reporting that can assist in making better decisions (i.e., creating budgets and improved transparency) across the university.

The new Concur Travel and Expense solution works with our travel management company (AAA) and our Corporate Credit Card Provider (US Bank) to increase policy compliance while saving time and money.   The Concur Travel booking tool (Trip-IT) provides in-policy travel content that is easily accessible from anywhere with the mobile app function or desktop. When booking travel, travelers have a broad selection based on corporate policies and individual preferences when booking reservations for hotel, airline, and transportation. Once booking is complete, Concur will automatically synchronize with Trip-IT to combine the trip into one easy-to-access travel itinerary. The Concur mobile solution is another feature accessible to UK with the implementation of the SAP Concur Travel and Expense solution. The mobile solution helps with efficiency in managing both travel and general expenses. Instead of manually scanning and uploading expense documentation, while on the go a user can simply take a picture of their receipt (from their smart-phone or tablet) and add it to their expense report. The SAP Concur Travel and Expense solution automatically imports credit card charges to allow for ease in matching of receipts to credit card data. On occasion, e-receipts may be generated by suppliers and fed directly into an expense report for some transactions (typically travel related transactions).

Other enhancements seen along with the implementation of the SAP Concur Travel and Expense solution include, but are not limited to on-line training materials (MyUK video tutorials and documented QRCs), updated BPMs and Cardholder Manual, simplified experience/intuitive system, configured for UK business rules (flexible design supporting our process and policies), configured to provide electronic workflow (ensuring appropriate parties are included within the automated approval workflow process), audit rules (encouraging compliance with the BPM by incorporating policies within configuration), electronic document storage, transparency, and an integrated accounting structure that provides a simplified financial accounting experience for all users by answering applicable questions which determine the appropriate general ledger account to charge when processing transactions.

For more information about Concur please visit https://www.uky.edu/ufs/concur-travel-expense-management

Training Opportunities

Training Class	Date	Time	Location
Travel Services	2/18/2021	10:30am-12:00pm	Virtual
Cash Handling Operations	2/18/2021	1:30pm- 4:30pm	Virtual
Concur Online Booking Tool	2/25/2021	8:30am-10:00am	Virtual
Advanced Concur Online Booking Tool	2/25/2021	10:30am-12:00pm	Virtual
Travel Services	4/22/2021	10:30am-12:00pm	Virtual
Concur Online Booking Tool	4/29/2021	10:30am-12:00pm	Virtual
In addition to the scheduled training classes we also have the below on-demand trainings.			
Introduction to Concur Travel & Expense Management	On-demand	On-demand	Virtual
Concur: Create a Travel Expense Report from a Pre-Approved Travel Request	On-demand	On-demand	Virtual
Concur: Creating a Travel Expense Report without a Travel Request	On-demand	On-demand	Virtual
Concur: Creating a Travel Request	On-demand	On-demand	Virtual
Concur: Expense Reporting for Procard Transactions	On-demand	On-demand	Virtual
Concur: Review and Complete User Profile Settings	On-demand	On-demand	Virtual

For more information or to register for these courses visit your myUK Employee Self Service Training page.