Welcome

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Phase 2 Status Update

- Hyperion Planning: Implemented
- STAR (SmartView Tool Analytics and Reporting): Testing
- Online Approvals
  - Cash Advances
  - Travel and Expenses
  - Requisitions: Ready to implement
- Supplier Portal: Ready to implement
Setting the Context for Online Approvals

Larry Guthrie
Our Journey – In Perspective

Larry Guthrie

Engage
the community to create change

Evolve
our business practices

Empower
our people to do their work
Our Journey – In Perspective

The purpose of this change
- Faster processes
- Improved data quality
- Improved internal control

Recap of our journey
- 5 systems to capture signing authority
- Consolidated into single version of truth (Signing Authority Management – SAM)
- FINS 9.2 upgrade to get workflow functions, new chart of accounts and improve processes

Our future direction
- Online data capture at initial point of contact
- Defined approval paths
- Visibility of entire process
- Improved cycle time, efficiency, control and better information
- Eliminate paper
Expenditure Authority Framework

Assignment

Board

President
VP

Authority Empowerment

Account Holder

Oversight Officers

Accountability

Expenditure $ LIMITS

Delegation

Account Holder

Proxy Delegate (Temporary/Acting)

Provisional Delegate (Ongoing/Standing)

Small Transaction Delegate

Reviewer – qualifies & recommends approval

- All roles must be eligible and qualified
- Combination of authorities must provide:
  - Appropriate internal control
  - Pragmatic workflow
Standards for Expenditure Approvals

**Authorized**
By Account Holders or their delegates
- Within $ limits
- Escalated for approval when the approver’s limit is exceeded
- Apply “One Up Approval” of expense claims
- Comply with Purchasing and Conflict of Interest policies
- Undergo Funding Contract compliance review where applicable

**Allowed**
By law, funding, contracts, University policy and professional standards

**Purposed**
Towards realizing service benefits for which the funds were provided

**Valued**
Fairly and ethically for both market cost and program benefit

**Funded**
Sufficient funding exists

**Documented**
With detailed transaction information including the expenditure purpose

**Recorded**
In a timely and accurately coded manner in SFU records
Online Approvals Overview

Henrik Agerskov
Online Approvals Overview

1. **Enter transaction**
   - Code transaction
   - Scan/attach documentation
   - Ensure good image quality

2. **Review transaction**
   - Submit electronically
   - Ensure transaction gets completed

3. **Approve transaction**
   - Confirm availability of funds
   - Secure additional approvals as required

- **Requisitions**
  - Cash Advances
  - Expense Claims

- **Support Approvers**
  - Verify coding
  - Verify readable attachments

- **(Initiator)**

- **(Reviewer)**
  - No financial authority

- **(Budget Approver)**
  - For the expenditure

- **Optional step**
  - Submit electronically
  - Ensure transaction gets completed

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Benefits

Key point

Requires no additional effort in any of the steps/roles but rather another way of approving transactions.

- **Paperless.** Eliminates printing and hand signing of expenses and requisitions.

- **Service.** Accelerates processing time as transactions are routed electronically with supporting documents attached.

- **Easy access.** A transaction can be approved at anytime and from any computer

- **Transparent.** 24/7 access to status of request and there is a clear audit trail of all approvals.

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Supports SFU Sustainability goals.

Eliminates the time to physically move paper through multiple steps and therefore reduce cycle time and improve service.

Those authorized to approve the specific transaction receive notification for action.

Tracks names of those who reviewed and approved a transaction and how long the process took.
Reviewer/Approvers: 3 simple steps

1. Open a notification email

2. Enter your user name and password

3. Take action
Online Approvals Video
Your faculty/department will need to review your SAM set up to ensure that transactions route correctly for:

1. Requisitions
2. Cash Advances
3. Travel and Expense Claims

You may have legacy roles for paper workflow which may need to be revisited for online approvals.
Signing Authority and Online Approvals

Kari Sampson
Online Approval Routing

Workflow Flight Path

System selects an individual with Expenditure Authority from SAM

Workflow is triggered upon user clicking submit

Optional

Skip Fund Compliance Auditor stage if Fund 11 or Fund 40

Workflow Roles

1. Initiator

2. Reviewer(s)

Users registered in PeopleSoft FINS

Administered by SME’s or BAs on behalf of Departments & Faculties

3. Budget (Expenditure) Approvers

Users registered in SAM Database

Administered by SAM Database Custodian on behalf of Account Holder

4. Fund Compliance Auditors

Users registered in PeopleSoft FINS

Administered by BA’s on behalf of Finance through Security Roles and Project Team

5. Application Compliance Auditor(s)

Users registered in Peoplesoft FINS

Administered by Security Admin on behalf of Finance through Security Roles
Expenditure Authority Profiles in SAM

Enables FINS to dynamically retrieve the appropriate Budget (Expenditure) Approver based on levels and limits in SAM.

SAM Rules Engine

Small Transaction Delegate

Delegate

Proxy

Account Holder

Oversight Officer

SAM Expenditure Authority Profiles
Selection Process for Authorized Budget Approvers
Routing and Expenditure Authority

SAM Expenditure Authority Profiles:
The names of the Budget Approvers are dynamically retrieved from the SAM Database based on logic contained in the SAM Rules Engine.

Selection Process for Authorized Budget Approvers

System selects an individual with expenditure authority from SAM

Workflow Roles:
1. Initiator
2. Reviewer(s)
3. Budget (Expenditure) Approver
4. Fund Compliance Auditors
5. Application Compliance Auditor(s)

Workflow is triggered upon user clicking submit

Optional

Skip Fund Compliance Auditor stage if Fund 11 or Fund 40
Rollout & Support Process

Sandra Price
Department and Faculty Rollout Process

Timeline will vary by department

**February 14**
Finance and Community Stakeholder meeting today

Get Ready

- **Week 1 – 2**
- **One to Two Days**

Initiate Department planning:
1. Identify Department Planning contacts
2. Review Signing Authority & Routing
3. Train Administrators and Reviewers
4. Plan Department wide Transition Meeting

Get Set

- **Week 3**
- **1 hour**

Hold Department Wide Transition Meeting

GO!

- **Week 3 & beyond**
- **Department is live!**

Activate and Support
- Online videos for Approvers (Account holders and delegates/proxies)
- Optional small group training for Approvers

Department by department

..................

No big bang!
Support Processes

1. Departmental Reviewers and Administrators
   Provide 1st level departmental support

2. Website
   - Videos
   - Job Aids
   - Searchable FAQ’s
   
   Links provided in rollout communications

3. By Phone to:
   - Payment Services
   - Procurement
   
   Phone #’s provided during rollout

4. Training for Approvers
   - Online videos for Approvers
     (Account holders and delegates/proxies)
   - Optional small group training for Approvers
Thank You!