

# PROJECT RECHARGE



Three systems, recharged

**Tammy Bean**, Director Travel

**Sarah Chavez**, Training Specialist, FMS

**Patty Anderson**, P-Card Manager



# WHAT IS PROJECT RECHARGE?

Update, replace, & consolidate

## **Kuali Financial System**

- Updated to the latest version

## **Travel and Expense System**

- Replacing TEM with a new system based on Chrome River

## **Procure to Pay (P2P) System**

- Consolidating various purchasing functions into a single marketplace Procure to Pay (P2P) system



# KFS UPGRADE 7.0

- Updated look and feel
- Functionality of KFS documents will not change
- Changes go into effect weekend of February 10-11
- Questions? Visit our FAQ page at <http://go.iu.edu/kfs7>

# KFS CURRENT LOOK

Accounting Lines <span style="float: right;">▼ hide</span>											
Accounting Lines <span style="float: right;">hide detail</span>											
From <span style="float: right;">import lines</span>											
	* Chart	Sub-Fund	Org	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	add
	Line Description <input type="text"/>										
1	UA UNIV ADMIN	GENFND	FMOP	1912610 FMS ADMINISTRATION	<input type="text"/>	4100 OFFICE SUPPLIES	<input type="text"/>	<input type="text"/>	<input type="text"/>	50.00	bal inquiry refresh delete
	Line Description <input type="text"/>										
										<b>Total: 50.00</b>	
To <span style="float: right;">import lines</span>											
	* Chart	Sub-Fund	Org	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	add
	Line Description <input type="text"/>										
1	UA UNIV ADMIN	GENFND	FMOP	1912631 FMS CONT GRANT FIN ANALYSIS	<input type="text"/>	4100 OFFICE SUPPLIES	<input type="text"/>	<input type="text"/>	<input type="text"/>	50.00	bal inquiry refresh delete
	Line Description <input type="text"/>										

# KFS 7.0

ACCOUNTING LINES ? Import Templates ^

FROM HIDE DETAILS IMPORT LINES

* CHART	SUB-FUND	ORG	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<span>+</span>
1	UA UNIV ADMIN	GENFND	FMOP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	50.00	<input type="text"/>	<span>⚖</span> <span>↺</span> <span>🗑</span>
			1912610 FMS ADMINISTR...		4100 OFFICE SUPPLIES						
TOTAL:									50.00		

TO HIDE DETAILS IMPORT LINES

* CHART	SUB-FUND	ORG	* ACCOUNT	SUB-ACCOUNT	* OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	* AMOUNT	LINE DESCRIPTION	ACTIONS
			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	<span>+</span>
1	UA UNIV ADMIN	GENFND	FMOP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	50.00	<input type="text"/>	<span>⚖</span> <span>↺</span> <span>🗑</span>
			1912631 FMS CONT GRA...		4100 OFFICE SUPPLIES						
TOTAL:									50.00		



# KFS UPGRADE 7.0

- Want more info? Join us for an online info session!
- No need to register. Join our Zoom room at <http://go.iu.edu/fms>
  - ✓ Thursday, February 1, 2-2:30 p.m.
  - ✓ Friday, February 2, 10-10:30 a.m.
  - ✓ Tuesday, February 13, 2:30-3 p.m.
  - ✓ Wednesday, February 14, 10-10:30 a.m.

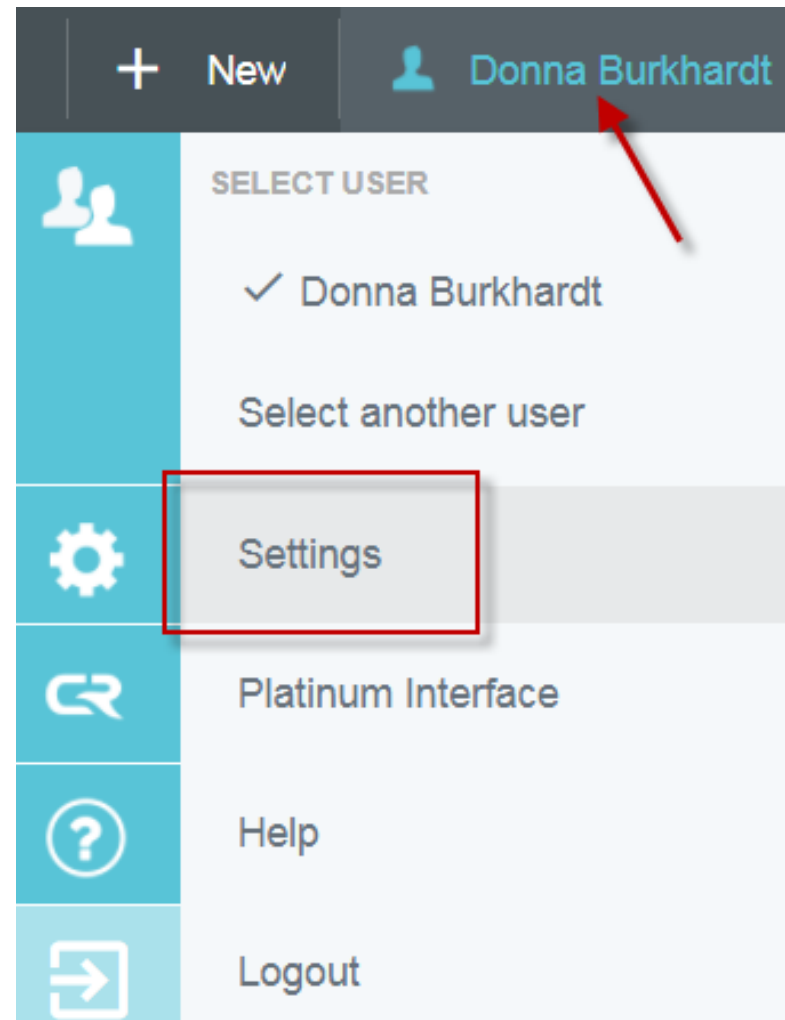


# CHROME RIVER DELEGATION

<b>Chrome River</b>	<b>TEM</b>
Delegate	Profile Arranger
Super Delegate	Org Arranger
Approval Delegate	Account Delegate

# CHROME RIVER DELEGATION

Assigning  
Delegates







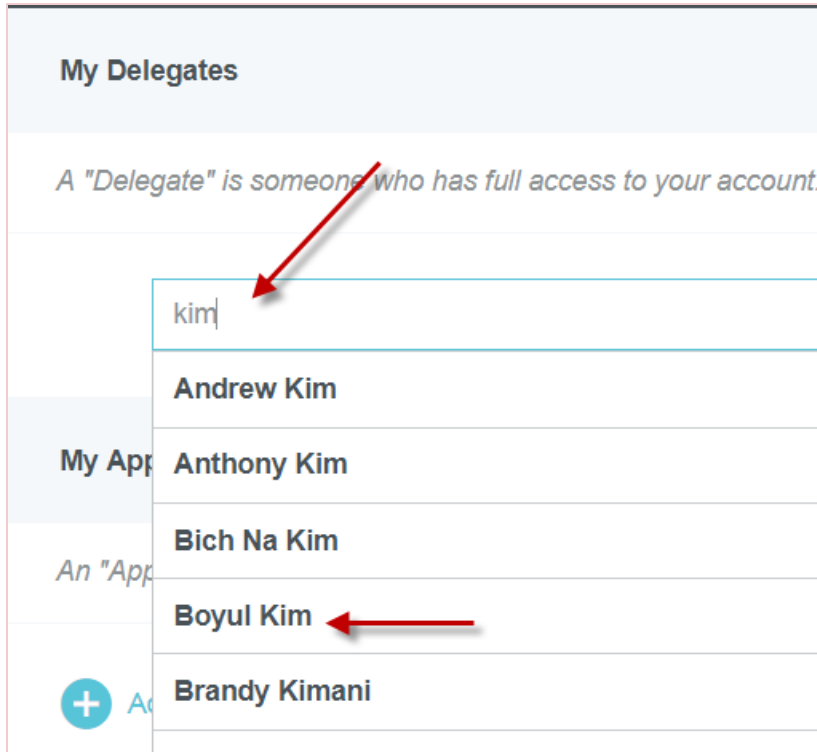
# CHROME RIVER DELEGATION

## Assigning Delegates

The screenshot displays the user interface for assigning delegates. On the left, a sidebar menu for Donna Burkhardt includes 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted in blue), and 'Notification Settings'. A red arrow points from 'Delegate Settings' to the main content area. The main content area is titled 'My Delegates' and contains the following elements:

- A header section with the text: *A "Delegate" is someone who has full access to your account.*
- A button labeled '+ Add New Delegates' with a red arrow pointing to it.
- A section titled 'My Approval Delegate' with the text: *An "Approval Delegate" helps you with approvals during a specified time.*
- A button labeled '+ Add Approval Delegate'.

# CHROME RIVER DELEGATION

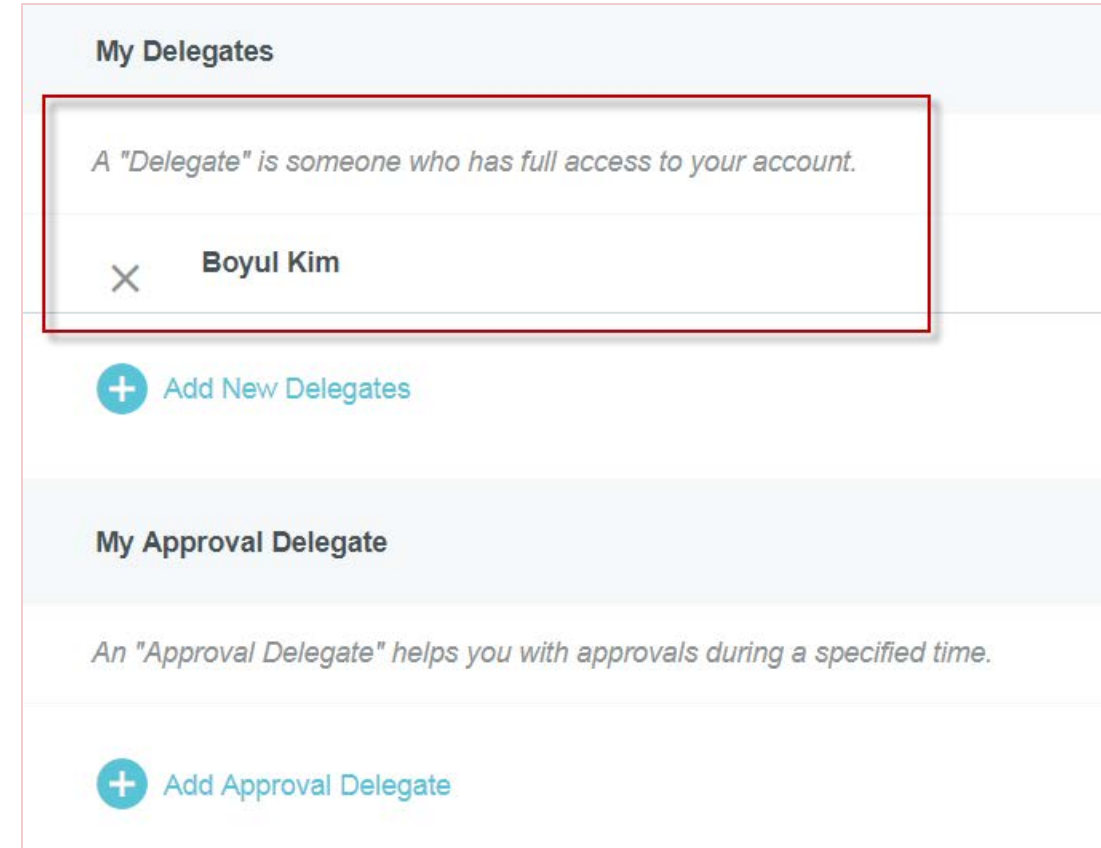


**My Delegates**

*A "Delegate" is someone who has full access to your account.*

kim

- Andrew Kim
- My App Anthony Kim
- An "App Bich Na Kim
- Boyul Kim**
- + Add Brandy Kimani



**My Delegates**

*A "Delegate" is someone who has full access to your account.*

× **Boyul Kim**

+ Add New Delegates

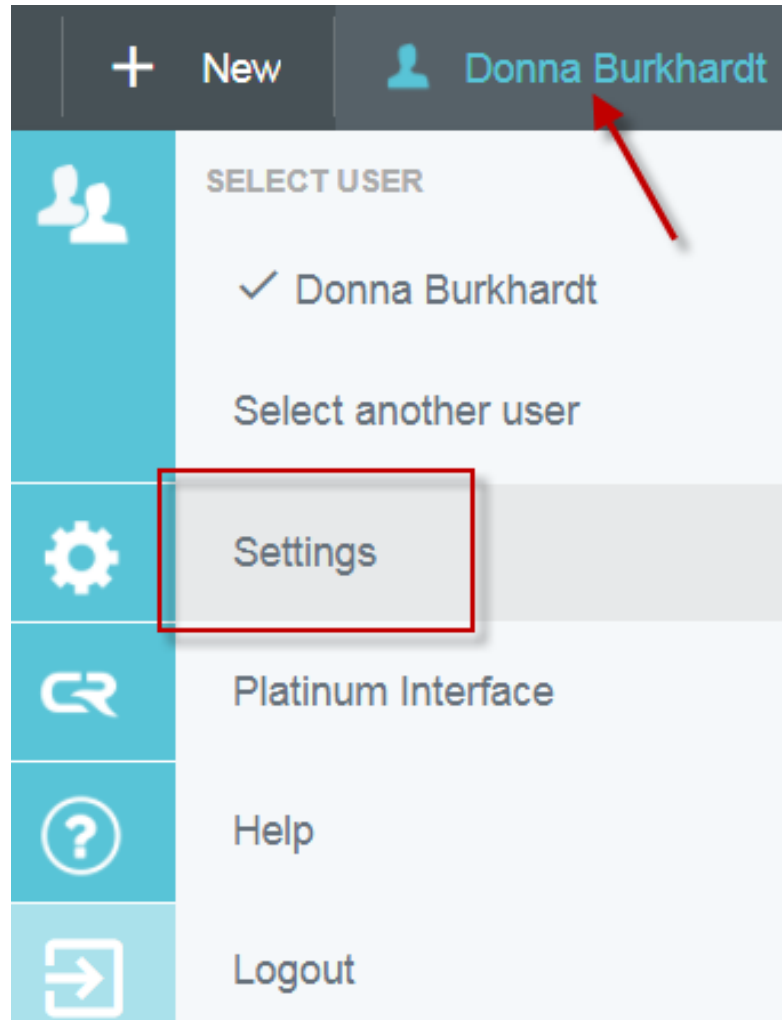
**My Approval Delegate**

*An "Approval Delegate" helps you with approvals during a specified time.*

+ Add Approval Delegate

# CHROME RIVER DELEGATION

Assigning  
Approval  
Delegates





# CHROME RIVER DELEGATION

## Assigning Approval Delegates

The screenshot shows the user interface for managing delegates. On the left is a sidebar with the user's name 'Donna Burkhardt' at the top. Below it are menu items: 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted in light blue with a red arrow pointing to it), and 'Notification Settings'. The main content area is titled 'My Delegates' and contains the following elements: a descriptive text 'A "Delegate" is someone who has full access to your account.', a list item for 'Boyul Kim' with a close icon (X), a '+ Add New Delegates' button, a section header 'My Approval Delegate', a descriptive text 'An "Approval Delegate" helps you with approvals during a specified time.', and a '+ Add Approval Delegate' button (with a red arrow pointing to it).



# CHROME RIVER DELEGATION


**My Approval Delegate**

*An "Approval Delegate" helps you with approvals during a specified time.*

Select a User

Start Date

End Date

stam
<b>Hanna Stamm</b>
Jacob Stamm
<b>Jenna Stamm</b> 
Judith Bustamante
Julie Stammich


**My Approval Delegate**


*An "Approval Delegate" helps you with approvals during a specified time.*


Select a User


Start Date

End Date

Jenna Stamm 

02/12/2018 


03/12/2018 


 **Save** Cancel

# CHROME RIVER DELEGATION

**My Delegates**

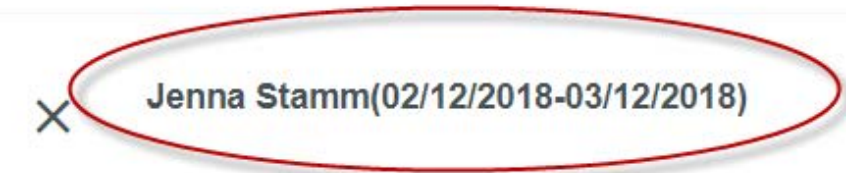
*A "Delegate" is someone who has full access to your account.*

 **Boyul Kim**


 **Add New Delegates**

**My Approval Delegate**

*An "Approval Delegate" helps you with approvals during a specified time.*

 **Jenna Stamm(02/12/2018-03/12/2018)**

# CHROME RIVER DELEGATION

 Reply  Reply All  Forward  IM



expense-noreply@chromefile.com

jcstammTEST@indianda.edu;  Burkhardt, Donna J ▾

**You have been assigned as an Approval Delegate**

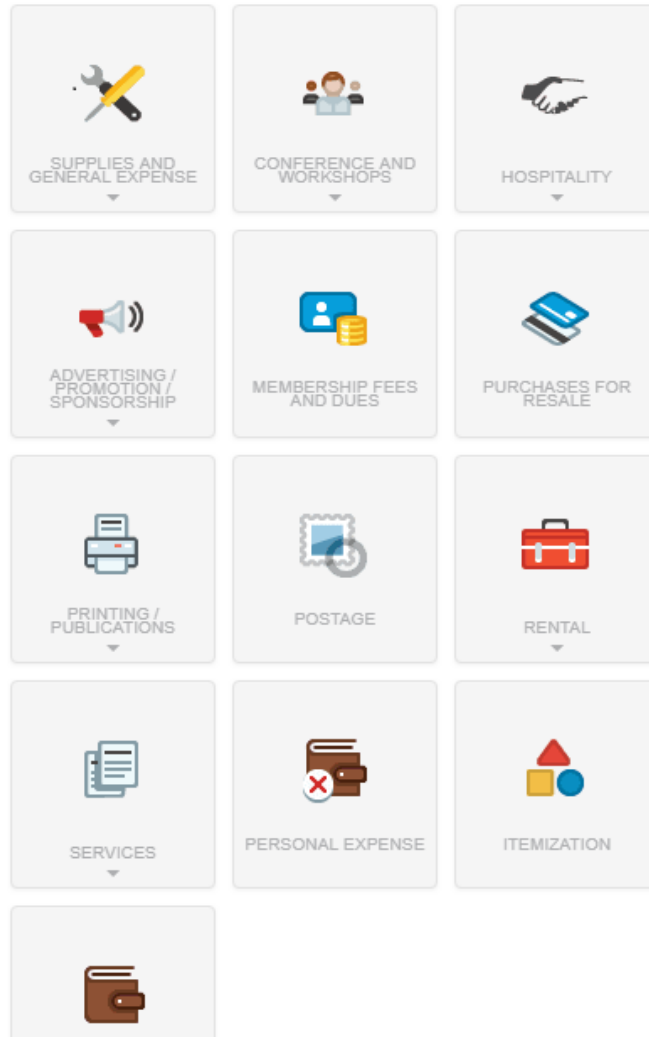
## NO FURTHER ACTION REQUIRED

Chrome River

Donna Burkhardt has assigned you to be their delegate between the following dates:

<b>Start Date</b>	02/12/2018
<b>End Date</b>	03/12/2018

# P-CARDS IN CHROME RIVER



## Expense Types

- Supplies and General Expense
- Conferences and Workshops
- Hospitality
- Advertising/Promotion/Sponsorship
- Membership Fees and Dues
- Purchases for Resale
- Printing/Publications
- Postage
- Rental
- Services
- Personal Expenses



# P-CARDS IN CHROME RIVER

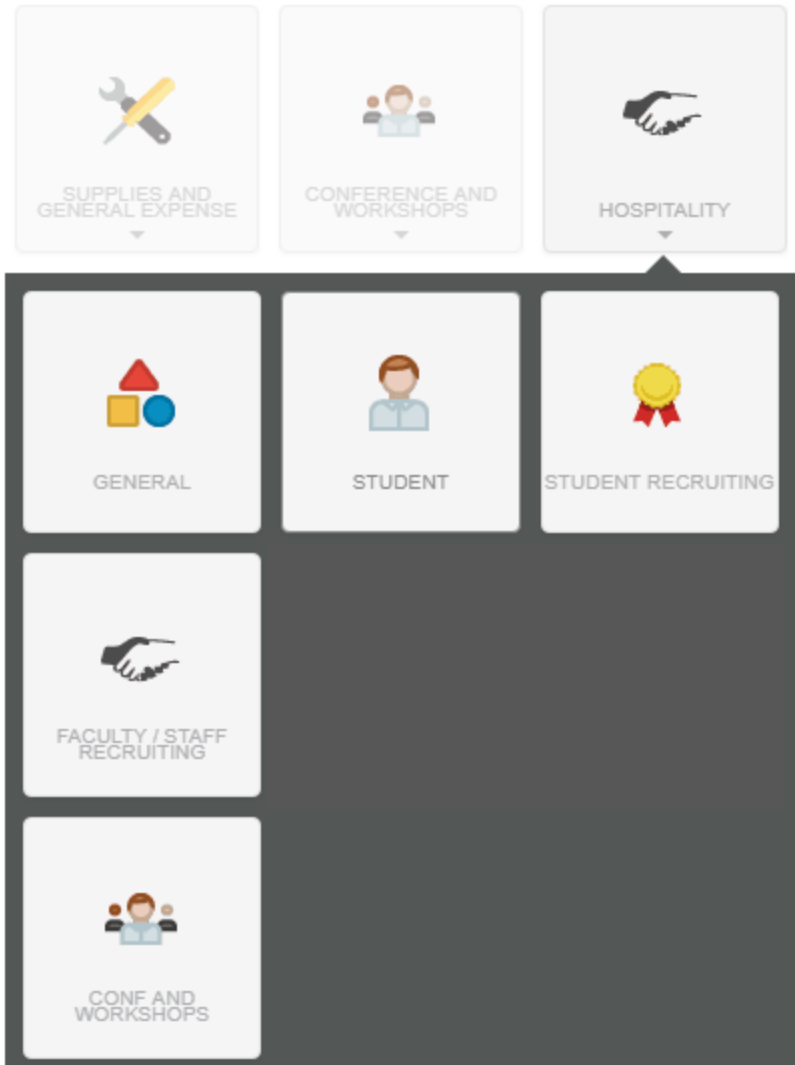


## Object Code Mapping

Conferences and Workshops Mosaic

- Conferences and Workshops (4013)
- Training and Professional Development (4078)

# P-CARDS IN CHROME RIVER


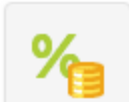
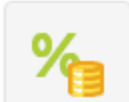
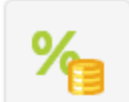



## Object Code Mapping

### Hospitality Codes

- General (4025)
- Student (4028)
- Student Recruiting (4046)
- Faculty/Staff Recruiting (4047)
- Conferences and Workshops (4026)

# P-CARDS IN CHROME RIVER

Add Expenses	
<a href="#">Create New</a>	Sort <span>▼</span> <span>1</span>
<b>E-Wallet</b>	
All	
<b>Credit Card</b>	
Personal Account	
Offline	
Recycle Bin	
<b>E-Receipts</b>	
Receipt Gallery	
	<b>Hotel - Taxes / Fees</b> 01/14/2018 ▶ HOTEL*144568363992 <b>199.31</b> USD
	<b>USBank IU Paid Expenses</b> Hotel - Taxes / Fees 01/14/2018 ▶ HOTEL*144568495395 <b>374.44</b> USD
	<b>USBank IU Paid Expenses</b> Hotel - Taxes / Fees 01/14/2018 ▶ HOTEL*144568572531 <b>174.49</b> USD
	<b>USBank PCard Expenses</b> Hotel - Taxes / Fees 01/14/2018 ▶ TARGET 00018788 <b>202.12</b> USD
	<b>USBank IU Paid Expenses</b> Hotel - Taxes / Fees 01/13/2018 ▶ EGENFEE*25436206461 <b>6.00</b> USD

## Object Code Mapping

Invalid Expense Type

*What happened?*

US Bank PCard Expenses  
Target assigned to Hotels mosaic

# P-CARDS IN CHROME RIVER

? Select Valid Expense Type

SUPPLIES AND GENERAL EXPENSE	CONFERENCE AND WORKSHOPS	HOSPITALITY	ADVERTISING / PROMOTION / SPONSORSHIP	MEMBERSHIP FEES AND DUES
PURCHASES FOR RESALE	PRINTING / PUBLICATIONS	POSTAGE	RENTAL	SERVICES
PERSONAL EXPENSE	ITEMIZATION	TAXABLE EXPENSE		

There's a missing piece to the puzzle. Please select an Expense Type.

? Select Valid Expense Type

SUPPLIES AND GENERAL EXPENSE	CONFERENCE AND WORKSHOPS	HOSPITALITY	ADVERTISING / PROMOTION / SPONSORSHIP	MEMBERSHIP FEES AND DUES
DURABLES - GENERAL	EXPENDABLE COMPUTER / SOFTWARE PURCHASES	EXPENDABLE EQUIPMENT	FREIGHT AND HAULING	IMMIGRATION VISA INSURANCE
REPAIR AND MAINTENANCE / PARTS	LIBRARY ACQUISITIONS	SUPPLIES AND EXPENSE - INSTRUCTION	SUPPLIES AND EXPENSE - LABS	SUPPLIES AND EXPENSE

The Fix: Missing Puzzle Piece > Supplies and General Expense > Durables General (4910)



# P-CARDS IN CHROME RIVER

## Separation of Duties

### Individual P-Card

- Full-time faculty/staff, NOT Fiscal Officer or Chrome River Delegate
- Held at US Bank by Empl ID

### Department P-Card

- Responsible cardholder is full-time faculty/staff
- Held at US Bank by Empl ID of responsible card holder
- End user may be an authorized employee, CR Delegate or Fiscal Officer

Expenses



# P-CARDS IN CHROME RIVER

## Separation of Duties

Expenses

Chrome River  
Delegate

- Cardholder or assigned CR Delegate (uploader)
- Is the same for P-Card and Travel
- Multiples permitted per P-Card
- Creates the Expense Report, substantiates expenses and assigns g/l account

Reconciled  
Expense  
Report



# P-CARDS IN CHROME RIVER

## Separation of Duties

Reconciled  
Expense  
Report

Chrome River  
Approval  
Delegate

- Fiscal Officer or Assigned Approval Delegate
- Is the same for P-Card and Travel
- Approves Expense Report, conducts a policy audit review and ensures compliance

General  
Ledger Entry



# STAY INFORMED OF NEW DEVELOPMENTS

**Updates on Project Recharge will continue as it progresses**

- Targeted updates to specific audiences
- Updates from us: Meetings and infoshares
- More information, timeline, and continuous updates: [uits.iu.edu/projectrecharge](https://uits.iu.edu/projectrecharge)
- Direct questions on this project: [recharge@iu.edu](mailto:recharge@iu.edu)