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
### KFS CURRENT LOOK

#### Accounting Lines

<table>
<thead>
<tr>
<th>From</th>
<th>* Chart</th>
<th>Sub-Fund</th>
<th>Org</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>
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<tbody>
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<td></td>
<td>0.00</td>
<td>add</td>
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<tbody>
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<td>Univ Admin</td>
<td>GHRP</td>
<td>FMOIP</td>
<td>1912610</td>
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<td>1</td>
<td>Line Description</td>
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#### To

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KFS 7.0
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

<table>
<thead>
<tr>
<th>Chrome River</th>
<th>TEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegate</td>
<td>Profile Arranger</td>
</tr>
<tr>
<td>Super Delegate</td>
<td>Org Arranger</td>
</tr>
<tr>
<td>Approval Delegate</td>
<td>Account Delegate</td>
</tr>
</tbody>
</table>
Assigning Delegates
### CHROME RIVER DELEGATION

#### Assigning Delegates

<table>
<thead>
<tr>
<th>Donna Burkhardt</th>
<th>My Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Settings</td>
<td>&quot;Delegate&quot; is someone who has full access to your account.</td>
</tr>
<tr>
<td>Preferences Settings</td>
<td></td>
</tr>
<tr>
<td>Delegate Settings</td>
<td>Add New Delegates</td>
</tr>
<tr>
<td>Notification Settings</td>
<td>My Approval Delegate</td>
</tr>
<tr>
<td></td>
<td>An &quot;Approval Delegate&quot; helps you with approvals during a specified time.</td>
</tr>
<tr>
<td></td>
<td>Add Approval Delegate</td>
</tr>
</tbody>
</table>
CHROME RIVER DELEGATION

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

- Boyul Kim
- Andrew Kim
- Anthony Kim
- Bich Na Kim
- Brandy Kimani

My Approval Delegate

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

Add Approval Delegate
CHROME RIVER DELEGATION

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

Select a User:
- Hanna Stamm
- Jacob Stamm
- Jenna Stamm
- Judith Bustamante
- Julie Stammich

Start Date: 02/12/2018
End Date: 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)
**You have been assigned as an Approval Delegate**

<table>
<thead>
<tr>
<th>NO FURTHER ACTION REQUIRED</th>
<th>Chrome River</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Burkhardt has assigned you to be their delegate between the following dates:</td>
<td></td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td><strong>End Date</strong></td>
</tr>
<tr>
<td>02/12/2018</td>
<td>03/12/2018</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel - Taxes / Fees</td>
<td>01/14/2018</td>
<td>199.31</td>
<td>HOTEL*144568363992</td>
</tr>
<tr>
<td>USBank IIU Paid Expenses</td>
<td>01/14/2018</td>
<td>374.44</td>
<td>HOTEL*144568499560</td>
</tr>
<tr>
<td>USBank IIU Paid Expenses</td>
<td>01/14/2018</td>
<td>174.49</td>
<td>HOTEL*144568572531</td>
</tr>
<tr>
<td>USBank PCard Expenses</td>
<td>01/14/2018</td>
<td>202.12</td>
<td>TARGET 00016798</td>
</tr>
<tr>
<td>USBank IIU Paid Expenses</td>
<td>01/13/2019</td>
<td>6.00</td>
<td>EGENFEE*254362064501</td>
</tr>
</tbody>
</table>

### Object Code Mapping

**Invalid Expense Type**

**What happened?**

US Bank PCard Expenses
Target assigned to Hotels mosaic
P-CARDS IN CHROME RIVER

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

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

Expenses

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
- Direct questions on this project: recharge@iu.edu