



# Financial Report

## March 26, 2014



# Procurement Phase 3

Procurement Phase 3 will include the new PeopleSoft module:

- Travel & Expense – designed to automate the entry and approval of expense reimbursement requests

■ **This module will be in production for FY2015 – beginning in July, 2014.**



# Campus Impact

- Change management

- The transition from paper-based to system based interaction will continue

- Travel & Expense example:

- End users will enter travel authorizations and expense reports online in CUNYfirst
    - Approvals will occur using CUNYfirst functionality– similar to requisitions
    - Expense receipts will be attached directly in CUNYfirst
    - Travel authorizations will encumber funds in CUNYfirst
    - The AP role in expense reimbursement will move from voucher creation to expense report review and revision (if required)



# Campus Impact (cont.)

## Audience

- A broader set of users will now be required to access CUNYfirst
  - All employees requesting expense reimbursements
- Many may have no prior experience in CUNYfirst
  - Basics will be important – CF EMPL ID, logon process, etc.

## Training

- A well planned campus training program for these new modules is key to the successful deployment across the University

## Data Quality

- Data will be collected for UAT (April) and for Production (late May)
- Data completeness and accuracy is essential



# Next Step

- Determine how to address the change management aspects at your campus
  - Socialize with campus leadership team – no surprises!