Emailed June 28, 2018

To all University Faculty and Staff:

As all of you know the University has been implementing a new ERP system, Colleague. The Controller’s Office and Procurement Services have been working very diligently to get the Finance Module ready so that we can issue Purchase Orders, make payments to vendors, load the budget, manage the budget, and capture all financial data from all sources. We started the Finance implementation process in March of 2017 by initiating the design of a new Chart of Accounts. This was no small endeavor because our chart of accounts was decades old and extremely out dated.

The General Ledger is the HUB of all financial information. It captures billing, financial aid, gifts, deposits, vendor payments, payroll, budget, fixed assets, grants accounting, capital project accounting, etc. The Finance Module is going live on Monday, July 2. The General Ledger will be capturing both Colleague information and Legacy information until all systems are implemented in Colleague. July 2 is not the end of our road, we will continue to implement budget development, reporting tools, fixed assets, and payroll integration (along with position control) in FY19. Finally, gifts are expected to be integrated with the General Ledger in FY20.

We have many changes that you need to be aware of.

**New General Ledger Account Numbers**

All General Ledger (GL) account numbers are changing. We are moving from a 10-digit account number in Legacy to a 23-digit account number including required dashes in Colleague. Below is a summary of the components of the new account number:

Example of a General Ledger Number

Description Legacy Colleague

Controller’s Office Travel 0000621601 10-1-21000010-60-610005

Component # of digits Digit positon in the GL number string

Fund 2 Digits 1-2

Location 1 Digit 4

Unit 8 Digits 6-13

Function 2 Digits 15-16

Object 6 Digits 18-23

Dashes are required between each component of the chart of accounts. For a list of Funds, Units, Functions and Objects see the file “**xwalk lookup-for webpage-06262018.xlsm**”. This file will be updated as needed so the date part of the file name may change over time. This excel file contains a lookup tool for translating Legacy accounts to Colleague accounts along with multiple tabs for each Colleague component. **This file will be useful in learning the new chart of accounts and will assist you in navigating in within Colleague’s Self-Service module.** This file can be found on the Controller’s Office website at the following link under ERP:

<https://www1.wne.edu/controller/financial-management.cfm>

***Location***: There is currently only one location value for Western New England University and it is 1.

***Units:*** Represents what used to be both operational departments and separate funds. A Unit describes where the transactions will impact. Consider the Unit as the “who” in the transaction such as the Controller’s Office or Golden Bear Booster.

Example of Units:

Description Legacy Colleague

The Controller’s Office department number 0621 21000010

Golden Bear Booster fund 179-0000-XXX 11003010

***Function:*** Represents the functional (instruction, research) type of financial statement expense, so there are only functions related to expenditures. This was not in the old account structure.

***Object:*** Represents the nature of transaction or description of the kind of transaction that is occurring. There are five categories of objects: Assets (only relevant to non-operating funds), Liabilities (only relevant to non-operating funds), Net Assets (the roll over balance from the previous fiscal year only relevant to non-operating funds), Revenues and Expenditures. Consider the Object as the “what is it” in a transaction such as Tuition, Salaries, Travel or Supplies.

Example of Object:

Description Legacy Colleague

FT Exempt Salaries 511 504000

General Faculty Staff Travel 601 610005

Office Supplies 711 611505

You may notice when you log in to Colleague Self-Service (see below) there are fewer accounts in your Unit than what you had previously in our Legacy general ledger. We had some accounts that did not fit into a standard financial statement model, this required us to combine accounts or eliminate them. We combined objects that appeared to be variations of “Other” or were similar in nature. If there were budgets in those accounts, they were moved to another account. You should have already received notification of any budget changes to your accounts. Accounts that had no activity were not created in Colleague.

You may notice we added a foreign travel account to your Units, these were added to assist in our annual tax reporting of foreign travel. Please use these accounts when traveling outside the US, move budgets accordingly to support the transactions.

**On-Line Budget Access- Colleague Self-Service**

Budget and actual transactions are currently viewed in the Administration System under On-line Account Display. As stated in our Year-end memo, FY18 information will remain through July. Starting in August to access FY18 using the following link: <https://yogi.wne.edu:777/lastyear.htm>. Starting this Friday, June 29, 2018, you will have access to Colleague Self-Service, if you have been identified as a budget manager. We have worked with Senior Staff and Deans to get the list of those who need access and what accounts each user should be able to view. If you don’t have access, you may have not been identified. If you can’t access Colleague Self-Service, please contact your Dean or Senior Staff member to see if you were identified for Colleague access. If you were assigned access but are unable to log in, please contact the OIT Help Desk. If you can log in but you don’t have access to Financial Management or any accounts under Financial Management, please contact Noel Skerry, Rosanne Mastrangelo or Julie LeBeau.

***Self-service link***: <https://selfservice.wne.edu/student/>

To access Self-Service use your regular University User ID and password to login, the same credentials as you to log in to University email, Connect2U, Kodiak, or/and Colleague.

***Budgets in Self Service:***

The FY19 budgets are in Self-Service, no actual transactions will be posted until Monday July 2. The budget that was loaded to Colleague is the budget sent out at the end of May by Maria Feuerstein to Senior Staff and Deans. That document used the Legacy account numbers, not the new Colleague account numbers.

***Training:***

We plan on rolling out training over the summer in small groups to budget managers. We have been and are still working on configuring and understanding how to manage the Self-Service module, so unfortunately we have been unable to provide any training yet. Use of the Self-Service module is fairly straight forward, but will take some effort on your part to review the screens to get accustomed to the information and how it is displayed. My suggestion is to log in and play around, select Financial Management then Budget. Don’t worry, you can’t break anything.

***Filters:***

If you manage multiple Units, filters will make it easier to look at information. The filter button can be found on the upper left hand side of the screen. Filters can be applied to any of the components of the General Ledger number. After you have selected your filter don’t forget to click on apply filter, found at the bottom of the filter window.

***Exporting:***

You can easily download the data being viewed to Excel by selecting the export button on the upper right hand side of the screen.

***Account Description*s:**

At the account level, descriptions include the Fund, Unit and Object. At the summarization levels, the descriptions include Fund and Unit.

***Views:***

There are two views: My Cost Centers and Object View. These options can be selected on the upper left side of the screen, under Budget and above the filter button.

***My Cost Center:***

Using the My Cost Center option you can view the data in a bar graph or a list. The view can be selected using the buttons to the right of the fiscal year button on the upper right corner. This view summarizes your view at the highest level by Unit of total expenses and revenues. If you select expenditures your next screen will show high level total labor and benefits and general operating expense types. Select an expense type and a list of all the accounts will be unsuppressed. Select the account and the individual transaction detail, if any, will be provided.

***Object View:***

Using the Object View option, the accounts are summarized at the highest level for revenues and expenditures. By selecting either revenues or expenditures you will see totals for object type. Examples of object types are office supplies, travel, memberships, etc. Once you select an account the individual transaction detail will be provided if any exist for that account.

If you manage multiple operating Units (when viewing an entire College or School all the various academic departments are individual Units) when you select either revenues or expenditures the display is the total by object types for all Units. By clicking on an object type such as office supplies under expenditures, the list of all office supply accounts for all Units will be displayed.

If you manage non-operating accounts you will also see assets, liabilities and net assets. This is no different than what you would have seen in Legacy on-line account display. A list of objects under an object type (Assets, Liabilities, Net Assets, Revenues or Expenses) will display. Select an object (such as travel, office supplies, postage, memberships, etc.) and all the individual accounts in that object will display. You can then drill into the detail of an individual account. I strongly encourage the use of filters to best manage the information you’re viewing.

**Crosswalk of Legacy Accounts to Colleague Accounts**

We have created a crosswalk lookup tool where you can enter your Legacy account number and get your new Colleague account number and description. We also have a department crosswalk so that you can look up your Legacy department number and find the corresponding Unit number in Colleague. Both documents can be found on the Controller’s Office website under ERP at the following link: <https://www1.wne.edu/controller/financial-management.cfm>. The file name for the crosswalk lookup is “xwalk lookup-for webpage-06262018.xlsm” and the file name for the Unit crosswalk is “Legacy Dept to Colleague Unit Crosswalk-Operating.xlsx”.

**Open Purchase Orders (PO) as of June 30, 2018**

All purchase orders open after the last check run in June will be deleted in our Legacy system and will be re-entered by Procurement Services into Colleague. These POs will not be sent to vendors so there is no worry of creating duplicate orders. There is a crosswalk that Procurement Services will use to match the Legacy account number to the Colleague account number for those POs that must be re-entered into Colleague. Those POs entered into Colleague that were open POs in Legacy at year-end will encumber against the FY19 budget.

**Purchase Requisition/PO Process after June 30, 2018**

Currently purchase requisitions are filled out on a multi-part form paper requisition. This process will not change until hopefully sometime in FY19. That paper requisition will be entered into Colleague by the staff in Procurement with the requestor’s name. That paper requisition will become an electronic requisition that will then become a PO in Colleague once it is approved by Procurement. The PO will be faxed or emailed as normal from Procurement Services.

Please ensure you use the new Colleague GL account numbers starting in July, including the dashes. We understand these accounts are new and little time has been provided to get acclimated to the numbers. We have provided the crosswalk on the Controller’s Office website to help with the transition. If Legacy numbers are provided it will significantly slow down all activity in Procurement Services, we ask that you are patient with us as we will be with you during this initial transition period.

**Purchase Order Policy**

Our policy states that all orders of $2,000 or more require a Purchase Order. This policy has not been enforced in the past but will be starting in August. Orders means any purchase of good or services, include subscriptions, memberships, air fare, etc. Even if there is a contract or other agreement in place a Purchase Order is required. Creating a purchase order will encumber the necessary funds for better budget management. This is a change from current practice so plan accordingly to avoid delays in processing invoices that are not attached to a PO.

**Budgets**

No remaining budgets will be rolled into the new fiscal year. The operating budgets provided at the end of May to Senior Staff and Dean are final, except in Academic Affairs where a budget review remains underway.

**\*\*\*NEW\*\*\*Budget Control\*\*\*:**

There are budget controls in Colleague that requires a budget at the account level to allow for the processing of a requisition, PO or invoice. The monitoring of purchase and payment requests in our Legacy systems was manually reviewed at the departmental level for non-compensation items by the staff in Procurement Services. This will now be managed at the account level by the system, preventing any further processing if funds are not available. What this means is that Procurement Services cannot process a purchase requisition, PO, check request, invoice, TME, or cash advance without sufficient available budget. If there is not sufficient available budget for the entire transaction, a budget adjustment must be submitted to the Controller’s Office to review, approve and process. After the budget adjustment is processed and posted in Colleague the initial request in Procurement Services can be entered. To ensure timely processing of your purchasing requests please check your budget to verify if there is sufficient funding before initiating a purchase or payment request. This is a major change from our current system and understandably, it will require an adjustment period. Again, we ask for understanding and patience, but we can’t emphasize enough the need to check budgets before processing a request to Procurement Services.

I understand there is a lot to digest here and I am sure there is more that needs to be provided. As questions or concerns are brought up to the Controller’s Office or Procurement Services, I will provide additional information and clarification. This information will be on the Controller’s website along with any updates under ERP on the following link:

<https://www1.wne.edu/controller/financial-management.cfm>

**Contacts:**

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Thank you,

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Controller and Assistant Vice President for Finance and Administration