Change Agent Network

February 8th, 2017
Agenda

Empower Change Agents
- How to become more involved – be a Change Champion!
- Engaging the community with Department Roadshows
- Learning opportunities for Change Agents and Champions

Student Reporting
- What to know for go-live on March 6th

Meet the Experts
- WyoCloud Finance System, Chart of Accounts, and Budgeting changes presented by the WyoCloud Leads

Change Agent Open Discussion
- Feedback on Change Agent meetings, WyoCloud Project and any questions/concerns
Volunteer to be a Change Champion!

Email wyocloud@uwyo.edu to volunteer to be a Change Champion!

Deadline: Wednesday, February 15th
Change Champions will have a more involved and direct role with the WyoCloud team to encourage and drive change on campus. This group will champion outreach and be the voice of this project.

- Engage in Department Roadshow Campaign
- Participate in focus groups to address resistance
- Be the first to test the new system and training
- Be a positive (and creative) advocate for WyoCloud
Thank you Aira Saukatis!
Change Champions: Department Roadshow Campaign

Department Roadshow Campaign will begin in March

Members of the project team and Change Champions will present information about WyoCloud across campus to create awareness and address resistance.
We want you to feel prepared and confident to share information on the WyoCloud changes and address resistance. More information to come on opportunities for you to learn from UW faculty about how to deal with change.

- Resistance Management
- Psychology of Organizational Change
- Presentation Skills
Volunteer to be a Change Champion

- Email wyocloud@uwyo.edu if you would like to volunteer to be a Change Champion or nominate a colleague

Identify Resistance and Excitement

- Identify resistant individuals for the project team to meet with to address concerns and resistance
- Identify individuals excited about the WyoCloud project to get more involved with the project team

Brainstorm Existing Meetings for the Department Roadshow Campaign

- Brainstorm existing meetings in your departments, schools, and units for the WyoCloud team to get on the agenda for the Department Roadshow Campaign in March

Recruit More Change Agents

- If you have any colleagues who are interested in WyoCloud, bring them to the monthly meeting and email wyocloud@uwyo.edu to have them added to the invite
Student Reporting Go-Live
Student Reporting Update

Complete User Acceptance Testing
February 15th

Online Training Opens
March 6th

Student Reporting Go-Live
March 6th
Training is required to gain access to the Student Reporting WyoCloud system.

- 30 minute self-paced online training to learn basic navigation.
- Training through WyoCourses will be released on March 6th with a communication sent the week prior to all users with Banner access.
- Email will be sent with your system access details after online training is complete.
What’s Next for the WyoCloud Reporting team?

After the Student Reporting go-live in March, the reporting team will need UW’s collaboration to implement a phased rollout of additional reporting content.

- Request Form
- New Content
- Prioritization
- Testing
Reporting Phased Rollout

Phase 1
Student Reporting Go-Live
March 6th 2017

Phase 2
Additional Student Reporting Content and Report Writers Released
May 2017

Phase 3
Financials Reporting Go-Live, Ongoing Training, and Expansion
July 2017
Meet the Experts
Meet the Experts

Finance Lead
Janet Lowe

Procurement
Martha Miller

PPM (Grants and Capital Projects)
Jonnie Jenkins

Travel & Expense and Accounts Payable
Jon Kelly

Budget
David Jewell

Chart of Accounts
Megan Hanneman
Potential Faculty Delegation Option for Expense Reports

• Through conversations with business managers participating in CR2 testing, the WyoCloud team is now exploring the option for faculty to delegate the process of filling out an expense report to department accountants.

Procurement Card Processing through the Expense Module

• The project team is considering using the Expense module for Pcard processing, which would flow through the module just like other expenses.
• Cardholder would deal with reconciliation in that case.
The project team is currently discussing and working through how to alter the delivered workflow to include the ability for department accountants to change/correct requisitions based on business manager feedback in CR2.

- Approvals would be configured to route to certain additional approvers based on dollar amounts:
  - Up to 100k → Business Managers
  - 100 – 250k → Deans and AVP
  - 250k – 1 million → VP
  - Greater than 1 million → President
### Expense Report: EXP0009020978

**Report Total**: 550.00 USD

- **Purpose**: CRZ_TEST

#### Expense Items

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Date</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dinner-with-participants - WY, United States</td>
<td>12/6/17</td>
<td>150.00 USD</td>
<td><img src="image1.png" alt="Image" /> Imaged receipt required</td>
</tr>
<tr>
<td>Commercial Airline - WY, United States</td>
<td>12/6/17</td>
<td>250.00 USD</td>
<td><img src="image2.png" alt="Image" /> Imaged receipt required</td>
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<tr>
<td>Dinner - WY, United States</td>
<td>12/6/17</td>
<td>150.00 USD</td>
<td><img src="image3.png" alt="Image" /> Imaged receipt required</td>
</tr>
</tbody>
</table>

- I have read and I accept the University of Wyoming travel and expense policies.
Procurement

Strategic Sourcing

- Purchasing portal through WyoCloud to purchase computers and laptops, scientific supplies, and office supplies by submitting a requisition.
- UW currently has an RFP for office supplies out for solicitation.
- All items sold through the purchasing portal will be the preferred vendor for the University.
  - Less time spent searching for products online and comparing prices.
  - Aligns with the University goal to better manage and use resources—vendor products will be at the best negotiated price.
  - Faster requisition (PO) processing since contracts will already be negotiated and agreed upon.
Projects are going to be the where expenditures are recorded and tracked against based on POET information

- **Project, Organization, Expenditure Type, Task**
- Multiple projects can roll up to a single award
- Cost share is going to be captured in a separate, internally funded, cost share project
- Projects will have unique funding allocations, budgets, and project-owning orgs (which may be different that the primary grant-owning org)
- Projects are also where reporting information such as funding source, and information about federal direct vs. passthrough, resides

A contract is created once an award is created

Grants contracts drive billing and revenue recognition

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*An award is, in the future state, going to be representative of a grant*

*Awards will have a primary org (dept), sponsor, and funding*

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**Award 1000000**

**Contract 1000000**

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**Project 1**

1000000

**Project 2**

1000000A

**Project 3**

1000000B

**Project 4 CS**

1000000CS
## Simplified Grant Setup Business Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create award</td>
</tr>
<tr>
<td></td>
<td>• Award 1000000 is created, triggering contract 1000000 creation</td>
</tr>
<tr>
<td>2</td>
<td>Create associate project(s)</td>
</tr>
<tr>
<td></td>
<td>• Project 1000000 created for externally funded research, 1000000CS created for the cost share component</td>
</tr>
<tr>
<td>3</td>
<td>Add award funding</td>
</tr>
<tr>
<td></td>
<td>• $2M is added to the award – $1.5M coming from the sponsor, $500K coming from UW</td>
</tr>
<tr>
<td>4</td>
<td>Allocate any project funding</td>
</tr>
<tr>
<td></td>
<td>• $1.5M is allocated to project 1000000, and $500K is allocated to 1000000CS</td>
</tr>
<tr>
<td>5</td>
<td>Specify and baseline project budgets</td>
</tr>
<tr>
<td></td>
<td>• Each project is budgeted according to federal budgeting categories such as salaries, travel, equipment</td>
</tr>
<tr>
<td>6</td>
<td>Update and finalize contract</td>
</tr>
<tr>
<td></td>
<td>• Auto-created contract is reviewed for billing and revenue recognition accuracy</td>
</tr>
</tbody>
</table>
Award Homepage Sample View

Associated projects are displayed with high-level financial information
Specific project-level detail and budget to actuals values can be seen.
Additional detail is also captured at the budget category level.
Responsibility shifting from Old Main and Accounting to fiscal managers utilizing the new system’s financial reporting to make better and more informed decisions.
## UW’s New Structure for Budgeting, Planning & Reporting

**College/Unit/Organization Name**

### Revenues

1. Total Tuition
2. Total Student Financial Aid
3. Total Educational Fees
4. Total Tuition & Educational Fees, Net
5. Total Room & Board and Other Auxiliary Services, Net
6. Total Other Sales of Goods & Services
7. Total Sales of Goods & Services
8. Grants & Contracts
9. Total Grants & Contracts
10. Total Other Operating Revenue
11. Total Non-Operating Revenues
12. Total Appropriations
13. Total Gifts
14. Total Sales & Services of Educational Activities
15. Total Investment Income
16. Total Other Non-Operating Revenues
17. Total Tuition & Educational Fees, Net
18. Total Operating Revenues
19. Total Non-Operating Revenues

### Expenses

20. Total Operating Expenses
21. Total Non-Operating Expenses
22. Total Salary/Wages Benefited
23. Total Salary/Wages Non Benefited
24. Total Graduate Assistant Pay
25. Total Supplemental Pay
26. Total Benefits Expense
27. Total Salaries, Wages & Benefits
28. Total Benefits Expense
29. Total Travel and Entertainment
30. Total Supplies
31. Total Utilities
32. Total Repairs and Maintenance
33. Total Rent and Leases
34. Total Interest Expense
35. Total Claims and Judgements
36. Total Other Expense
37. Total Operating Expenses
38. Total Capital Equipment & Vehicles
39. Total Depreciation and Amortization
40. Total Other Non-operating Expense
41. Total Non-Operating Expenses
42. Total Expenses
43. Net Results

### Funds

- **Unrestricted Operating**
  - Will be comprised of the bulk of current Section I & II funds

- **Designated Operating**
  - Line-item appropriations
  - Fees that are collected for a very specific purpose

- **Restricted Expendable (Grants & Contracts)**
  - Externally sponsored federal, state, local, & private grants & contracts

- **Restricted Expendable (Gifts)**
  - Foundation/gift funds that have restrictions on their use
Will there be a distinction between section I and section II funds?

How will we report to the state if there is no delineation between section I and section II money?

Will there still be a biennium?

Will we revert funds back to the state?

How will funds roll forward?

How will we know what the policies and restrictions are going forward (i.e., budget transfers, B1000s, B2000s, etc.)?
Present an example of a FY18 budget (ex: Academic Affairs)

March 2017

May 2017

Present FY18 budget for BOT approval for:
University of Wyoming, WICHE, UW Medical Education, and Enhanced Oil Rec Commission

April 2017

June 2017

Upload approved FY18 budget detail into the WyoCloud (new fiscal system)

January 2017

Present new budget structure and timeline

FY18 Budget Process:
- During this time the UW Budget Office will work with each unit/college to build their FY18 All Funds Budget using the University’s new chart of accounts.
- Central administration (President, Provost and VP for Administration) will then review and finalize an FY18 budget proposal with input from University leadership.
July 2017
1. The State of Wyoming Budget Division prepares a "standard" budget request for each agency which is based off the prior biennium’s budget
2. The University then may develop an "exception" budget request

September 2017
The University submits its proposed budget to State of Wyoming Budget Division and presents the proposed budget to the governor’s office for review.

October 2017
1. The Consensus Revenue Estimating Group (CREG) meets to develop revenue forecasts for the upcoming biennium for the State of Wyoming
2. Governor’s office reviews budget compared to CREG forecasts to come up with proposal to state legislature

December 2017 / January 2018
The Legislature’s Joint Appropriations Committee holds budget hearings for each agency and submits a state budget bill

December 2017
The Governor and Wyoming Budget Division submit proposed budgets for the next biennium to the state legislature

February 2018 / Early March 2018
Legislative budget session

August 2017
UW presents FY19-FY20 biennial budget request to Board of Trustees for approval
We envision a multi-year, multi-phase approach to solving the problem.

Phase I (FY17-FY18)
Phase II (FY18-FY19)
Phase III (FY19-FY20)

- **Ongoing Cost Reduction and Revenue Enhancement**
- **Administrative Re-Design**
- **Academic Re-Design**

Time Needed to Analyze and Implement

Risk/Potential Return

Today
Chart of Accounts Update
Megan Hanneman
Finalized expense and revenue values will be sent out soon!

- View funds through the revenue and expense budget by entering funds in the revenue and expense chart fields
- Expense accounts will have less detail
  - Drill through the General Ledger to see details in the subledger.
Change Agent Open Discussion
Change Agent Feedback

**Change Agent Network**
- What requests do you have for the upcoming meetings?

**Project Feedback**
- What are you hearing about WyoCloud?
- What can our team do to support you?

**Questions and Concerns**
- What is keeping you up at night about WyoCloud?
WyoCloud Resources

Go to [http://www.uwyo.edu/wyocloud/](http://www.uwyo.edu/wyocloud/) for WyoCloud project updates and follow our social media channels.

@WyoCloud

@WyoCloud

WyoCloud
## Change Agent Checklist

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Next Change Agent Network Meeting

Wednesday, March 8th, 2017  2:30 – 4:00 pm
Education Auditorium (Education Building Room 55)