

Financial
System
Upgrade
Changes

WHAT'S NEW

BPC
DEPOSITS
SOV
TRAVEL
AUTH





Last Updated – 6/30/2008

BPC, Deposits, SOV, Travel Auth

Changes to Look for

- Navigation
- Summary pages
- Saved Searches
- Comments accessed via hyperlink
- UKANS and KURES sharing the same process

Conversion Notes

- All Travel Authorizations converted from 7.5 using same ID
- SOV's with outstanding balances are converted using the 7.5 SOV ID
- Active SpeedCharts are converted using the 7.5 SpeedChart value
- Vendor ID's are renumbered with 7.5 values saved as an attribute
- 2009 Deposits converted from 7.5 using same ID

General Upgrade Changes

- Shared data tables for the followings:
 - Chartfields – Account, Fund, Deptid/Cost Center
 - Vendor file

BPC

➤ Menu Navigation:

BPC - BPC

BPC – BPC Correction



➤ Update a BPC:

No changes from FSKU 7.5

New feature is Saved Searches

BPC

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Use Saved Search: Barb's Pending

Business Unit: [=] [UKANS]

BPC ID: [begins with] []

VISA Name: [begins with] [CONRAD, BARBARA G]

Billing End Date: [begins with] []

Card Type: [=] []

Merchant: [begins with] []

Invoice: [begins with] []

Vendor ID: [begins with] []

Buyer Complete: [=] [No]

Audit Approved: [=] []

Search

To continue the transaction

➤ Changes on the Charge Information page:

- BPC page called Charge Information
- BPC process the same for UKANS and KURES*
- New tabs on the BPC Charge Lines area – Reimbursable & Travel



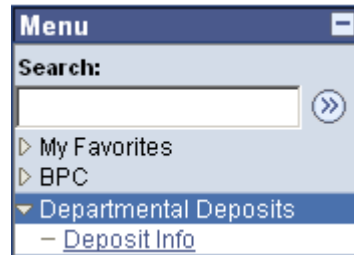
Business Unit: UKANS
BPC ID: 00000249

Line	Amount	Description	SpeedChart	Account	Fund	Dept	Bud Ref	Project
1	9.31						2008	

Department Deposits

➤ Menu Navigation:

Department Deposits – Deposit Info



➤ Add a Deposit:

Deposit Style on the Add page

Deposit Info

[Find an Existing Value](#)

[Add a New Value](#)

Business Unit: UKANS

Deposit ID: NEXT

Deposit Style: Cash/Check

Add

To continue the transaction

➤ Changes on the Charge Information page:

- Bag Number on the Deposit Info page -- only required for UKANS

Deposit Info

Deposit Detail

Credit Card Detail

Deposit Approval

Business Unit: UKANS

Deposit ID: NEXT

Accounting Date: 07/04/2008

Deposit Style: Cash/Check

Bag Number:

Total Amount:

➤ Comments hyperlink: [Comments\(1\)](#)

Department Deposit Comments

Required Comments added here

SOV

➤ **Menu Navigation:**

SOV – SOV



➤ **Add an SOV:**

- No changes from FSKU 7.5
- Now available for KURES

Service Order Vouchers

Business Unit:

SOV ID:

New feature is Saved Searches on Update/Display page

Service Order Vouchers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Use Saved Search:

Business Unit:	= <input type="button" value="Dropdown"/>	<input type="text" value="UKANS"/> <input type="button" value="Search"/>
SOV ID:	begins with <input type="button" value="Dropdown"/>	<input type="text"/>
Buyer Name:	begins with <input type="button" value="Dropdown"/>	<input type="text" value="BCONRAD"/> <input type="button" value="Search"/>
Invoice Number:	begins with <input type="button" value="Dropdown"/>	<input type="text"/>
Reference:	begins with <input type="button" value="Dropdown"/>	<input type="text"/>
Buyer Department Name:	begins with <input type="button" value="Dropdown"/>	<input type="text"/> <input type="button" value="Search"/>
Sales Department Name:	begins with <input type="button" value="Dropdown"/>	<input type="text"/> <input type="button" value="Search"/>
Buyer Info Complete:	= <input type="button" value="Dropdown"/>	<input type="text" value="No"/> <input type="button" value="Dropdown"/>
Sales Info Complete:	= <input type="button" value="Dropdown"/>	<input type="text"/> <input type="button" value="Dropdown"/>
Admin Approved:	= <input type="button" value="Dropdown"/>	<input type="text"/> <input type="button" value="Dropdown"/>
Accounting Date:	= <input type="button" value="Dropdown"/>	<input type="text"/> <input type="button" value="Calendar"/>

➤ **Changes on the Buyer and Sales Information page:**

Summary		Buyer Information	Sales Information	Audit Approval
Business Unit:	UKANS	Invoice Number:	123	
SOV ID:	00000006	*Total Amount:	4.00	
Accounting Date:	07/03/2008			
Buyer Department Name:	C&T Curriculum & Teaching		2340000	
Sales Department Name:	FO Carpenters		7021000	
Reference:	Wall Repairs		Comments(1)	

Invoice Lines									
GL Chart	Add'l CF	State PO Info							
Copy Down	Line	Amount	GL Unit	Description	SpeedChart	Account	Fund	Department	Bud Ref
<input type="checkbox"/>	1	4.00	UKANS			12211	093	2340000	2009

Buyer Information Complete

[SOV Order Form](#)

Balancing

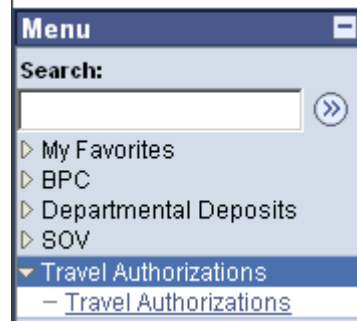
Total Amount:	4.00
Buyer Lines:	4.00
Sales Lines:	0.00
Buyer - Sales Difference:	4.00

- Summary page has info on Created by/Modified by and dates
- Balancing information between Buyer and Sales at the bottom of page
- Comments page access via hyperlink

Travel Authorization

➤ **Menu Navigation:**

Travel Authorizations – Travel Authorizations



➤ **Add a Travel Authorization:**

SetID = KUALL

To be completed for all faculty and staff travel regardless of funding paying the travel expenses – grant money and KUEA funds

Travel Authorization

Add a New Value

SetID:

Travel Authorization ID:

➤ **Changes on the Travel Auth page:**

Travel Auth

Set ID: KUALL [CASPUR Travel Info](#)

Travel Authorization ID: 0000007011 [Research Travel Info](#)
[KUEA Travel Info](#)

Traveler Information:

*Vendor ID: JOHN JAMES

*Vendor Short Name: 1245 N CAMPUS RD

*Address: LAWRENCE, KS 66045

Travel Information:

*Travel Begin Date: JUL2008 *Travel End Date: AUG2008

*Country: United States [International Travel Info](#)

*City:

State: California

Travel Details:

*Primary Trip Purpose: Status:

Additional Information:

Conference Names, Additional Locations Identified, Personal Time Notes anything to provide details on the trip and it's purpose

- Additional Information required field for all trips