



## FRANCIS MARION UNIVERSITY

### ERP IMPLEMENTATION MEMORANDUM

**To:** Colleague Finance End-Users  
**From:** Thomas Welch, CPA, Assistant VP for Financial Services  
**Date:** March 6, 2018  
**Re:** Colleague Finance End-User Update – March 2018

Since the last update, eight training sessions were provided in our continued effort to train the Colleague Finance End-Users. For all those that attended, thank you for your time to learn about the new features our new system offers. For those who have not yet had the chance to attend one of my training sessions, I will be hosting monthly training sessions over the next few months to give everyone an opportunity to be trained. If you have received my emails, you are a Financial End-User and it would benefit you to take a minute and be trained. **My next training session will be MARCH 12, 2018 from 1-2:30pm in CEMC 225.** If you have already been through my training, there is no need for you to attend this one. If you need additional assistance and training, please email me at [rwelch@fmarion.edu](mailto:rwelch@fmarion.edu) and we will coordinate one on one follow-up trainings.

#### **Self Service – Implemented:**

The Finance Team has implemented Self-Service, which is a Colleague solution that will be assisting us in viewing budgets as well as project accounts. Self-Service will eventually replace the budget selection and budget summary functions we currently use in the Patriot Portal.

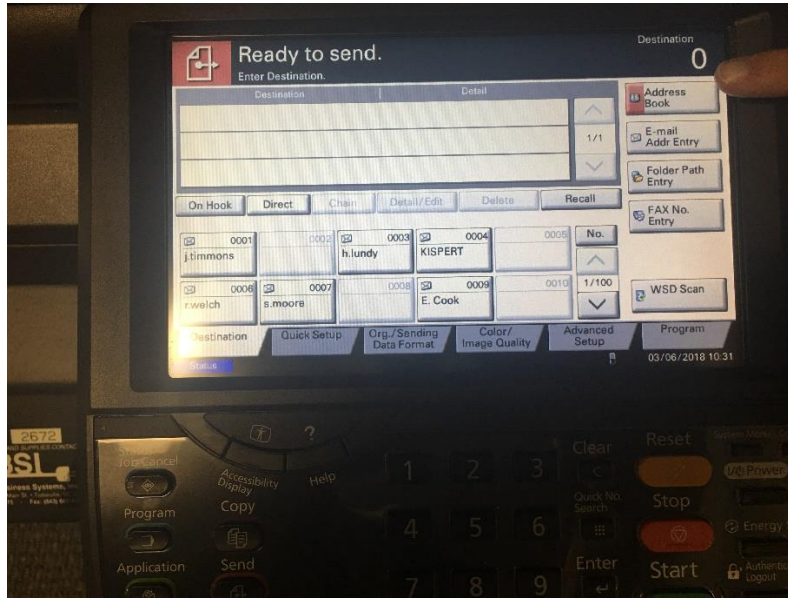
A presentation that provides a step-by-step introduction of Self-Service is available at [www.fmarion.edu/financialservices/erp](http://www.fmarion.edu/financialservices/erp).

We are working with Ellucian to have a link to our Self-Service website installed on the Portal but until then, you may access this new feature by going to the following: <https://colss-prod.ec.fmarion.edu/Student/Account/Login>.

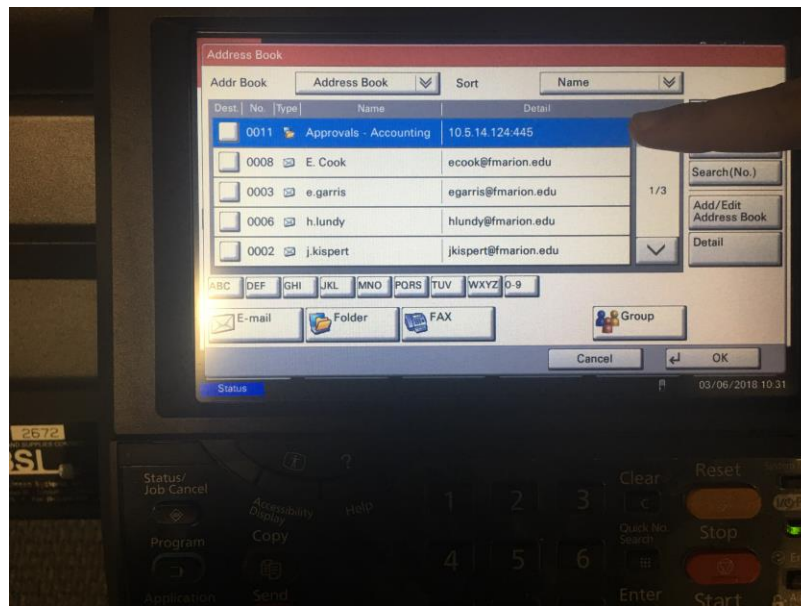
#### **Transaction Support Document Imaging – Implemented:**

With the new system, we know that providing support documentation for your transactions has been difficult. IT has developed a temporary fix for this issue by creating a way to scan and instantly send documentation to Purchasing and Accounts Payable. In order to scan and send support to Purchasing and Accounting please do the following:

1. Ensure that you reference the Purchase Requisition or Voucher Number on the front page of your support documentation.
2. Go to your local copier and select the send feature.
3. Once on the send screen select the address book. See below.



4. Find the address “**APPROVALS - ACCOUNTING**” and check the destination box on the left side and press OK. See below.



5. Once your documents are in the feeder hit the start button and you are done.

### **Disbursement Approval Listing - Implemented:**

By now, you are realizing that you no longer really have to worry about getting approvals for requisitions and vouchers. YAY right! However, when it comes to travel you may be scratching your head wondering who needs to approve it. Well, we have provided a disbursement approval listing to assist you in determining who has to sign your travel going forward. This reference is in the ERP Forms and Other Resources section on [www.fmarion.edu/financialservices/erp](http://www.fmarion.edu/financialservices/erp). To find out who needs to approve your transaction do the following:

1. Identify the budget code your travel will be charged to.
2. Open the Disbursement Approval Listing and click on the fund tab. Using the fund code (first six digits of your budget code), you will be able to identify who is an authorized approver for that fund. For fund approval, you only need one approver of the listed available approvers (typically an option of 2-3).
3. Next, click on the department tab. In this tab, you will be able to identify who is an authorized approver for that department code (the middle five digits of your budget code). For Departmental approvals, you will need two approvers to sign the document.

The next logical question everyone has is why so many signatures!!!! Well to answer that I will say that it is a system requirement. Each department is required to have two approvals for a transaction to advance in the finance system. Fund approval is required for two, three, and four funds due to these funds having specific PIs that are charged with oversight of the account. In many cases, the approver at the department level will likely be the same at the fund level but in cases like grants, this will likely be another group of people who have been charged by the Department Director or Chair to administer the grant. Due to this, their signature is necessary to make sure they are aware of the pending charge. We understand this may be difficult but rest assured if you have a question contact the Accounting Office or the Office of Financial Services and we will assist you in identifying who needs to approve travel transactions.

### **Synoptix Reporting - Implementation In Progress:**

Since the last update, the Finance Team has been working with the IT department to update and upgrade our Synoptix system to the most current version of the software. This will allow us to prepare reports that will incorporate both general departmental and fund accounting reports as well as project based accounting reports that our original version of the software did not allow for.

FMU's Synoptix reporting system will allow users to print presentation ready account reports as well as generate and email month-end reports. Once we have all of our end-users in this system, we will begin working to provide month-end reports for all months we have been unable to provide such for thus far. These reports will mimic our prior system reports. If you have any recommendations for modifications to the old report format please let us know at [rwelch@fmarion.edu](mailto:rwelch@fmarion.edu).

We anticipate this implementation to be completed by the end of April.

### **We Need Your Feedback:**

If you have any feedback on how the system is working, we would love to hear it. Remember to

continue to look at our ERP website as we continually update this with forms and other information that you need to know.

I wish you the very best and again, thank you all for your patience and support as we continue our implementation.