Charting Our New Path
General Campus Training
Agenda

Review of FOAPAL & Available Tools

Purchasing & Ordering Impacts:
- Runway
- Pcard
- Travel Reimbursement
- Campus Requisition
- Catering Ordering
- Work Orders
- Invoices (Accounts Receivable)

Hiring & Time Approval Impacts:
- ePAF / PAF
- GA Form
- PageUp
- Handshake
- Kronos

Next Steps & Questions

Dual Chart Users:
- Crosswalk Application
- Runway
- Deltek Timecard System
- Travel & Expense Form
- Reporting
Available Tools

Crosswalk Application

- Full FOAPAL Code Listing (also known as the FOAPAL Values Print Version), and UD FMT Validation tool should be used in conjunction with this application

Located at: 
go.udayton.edu/coa-xwalk
Available Tools

Chart of Accounts
Job Aids:

• A 101 guide has been created for each element of the FOAPAL string.

• They, along with other training resources, job aids, and project communications are located at:
go.udayton.edu/coa
**Purchasing & Ordering Impacts:**

**Runway**

**Pcard**

**Travel Reimbursement**

**Campus Requisition**

**Catering Ordering**

**Work Orders**

**Invoices (AR)**

Accounting Indexes (Enter Fund) will no longer be used in Runway.

A complete FOAPAL string will be required.

Runway user spend authority and Level 1 and 2 Approvers will be based on Organization (not Fund).
Purchasing & Ordering Impacts:

- Runway
- Pcard
- Travel
- Reimbursement
- Campus
- Requisition
- Catering Ordering
- Work Orders
- Invoices (AR)

Users can save frequently used FOAPAL strings and use them to auto-populate the FOAPAL within the Runway purchasing cart.
Purchasing & Ordering Impact:

Dedicated training is scheduled for the weeks of July 15th and 22nd.
Purchasing & Ordering Impact:

Runway

Pcard

Travel
Reimbursement

Campus
Requisition

Catering Ordering

Work Orders

Invoices (AR)

FOAPAL string is entered in upper right corner of form.
Three FOAPAL strings may be entered with percentage input for auto-calculating subtotals.

Link to the Travel Expense Report
### Purchasing & Ordering Impact:

- Runway
- Pcard
- Travel Reimbursement
- Campus Requisition
- Catering Ordering
- Work Orders
- Invoices (AR)

Chain of Thought:

- Account & Order Number fields have been replaced with FOAPAL string.

### Campus Requisition Form

**Transfer Information**

<table>
<thead>
<tr>
<th>Buying Department Name</th>
<th>Contact Name</th>
<th>Location for Delivery (Building &amp; Room No.)</th>
<th>Zip</th>
<th>Selling Department Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Business Purpose of Transaction:**

<table>
<thead>
<tr>
<th>Buying Department FOAPAL string:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Products or Services** (skip if attached receipts include all details requested below and write “See Receipt below.”)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description of Items or Services Requested</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 

<table>
<thead>
<tr>
<th>Authorized Signature (Buying Department):</th>
<th>Date:</th>
<th>Ext:</th>
</tr>
</thead>
</table>

**Selling Department FOAPAL string (to be completed by selling department):**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Purchasing & Ordering Impact:

- Runway
- Pcard
- Travel Reimbursement
- Campus Requisition
- Catering Ordering
- Work Orders
- Invoices (AR)

Account number has been replaced with FOAPAL string.

Phone & Email orders will also require FOAPAL string.
Purchasing & Ordering
Impact:

Invoice

Customer: JESSICA POPROCKI  
Address: ADVANCEMENT SERVICES  
300 COLLEGE PARK  
UNIVERSITY OF DAYTON  
DAYTON, OH 45469-7054

Invoice Number: CAT561397
Invoice Date: 5/9/2019
Due Date: 6/8/2019
Event Name: NEW FACULTY ORIENTATION
Reservation No.: 127542
Billing Reference: 91021-7360

Catering Ordering

Invoice

Customer: SUSAN  
Address: DINING SERVICES-POWERHOUSE  
POWERHOUSE 201  
UNIVERSITY OF DAYTON  
DAYTON, OH 45469-0404

Invoice Number:
Invoice Date: 5/15/2019
Due Date: 6/14/2019
Reservation No.: 128028

University of Dayton
Facilities Management (FM) work orders will require Fund, Org and Location. FM will populate Account, Program, and Activity based on the nature of the work.

Please note, for general campus work orders (such as hallway maintenance) for which a particular department will not be financially responsible, call FM at 9-3753 to submit a request.

UDit work orders will remain unchanged. When necessary, UDit will make contact to obtain a FOAPAL string.
Account fields have been replaced with FOAPAL string input fields, allowing split deposit options.

Contact the Office of the Controller at controller@udayton.edu for a copy of the invoice template and invoice number to use.
Hiring & Time Approval

Impact:

The entire FOAPAL string will now be required in the Labor Distribution section.

The Default from Index button will no longer be available since Index will no longer be utilized.
Hiring & Time Approval

Impact:

Index(es) - Account(s) fields are replaced with FOAPAL string.

See Job Aid for details on entering multiple strings, if required.
Hiring & Time Approval
Impact:

- Position Info dropdown has been updated to reflect Chart F.
- Funding Information has been updated to allow FOAPAL string input.
Hiring & Time Approval
Impact:

The FOAPAL string is now utilized when a user creates a new position description.

Additional strings can be input for split labor.

An additional FOAPAL string can be input as a funding source for advertising.
Hiring & Time Approval Impact:

The Handshake website is unchanged.

Hiring Managers who utilize the Report a Hire form will now enter a FOAPAL string in place of a Labor Fund & Department Org. number.
Hiring & Time Approval
Impact:
ePAF
PAF
GA Form
PageUp
Handshake
Kronos

Not Impacted!!!
Hypercare

• coa@udayton.edu will become a TeamDynamix ticket
  – Tickets to be routed to the Controller’s Office to answer questions directly or forward onto Budget Office, HR, Runway, or unit Business Officers appropriately
  – Tickets created via phone calls and emails to the general IT help desk, as well

• Open Labs, July 1st-3rd & July 8th-12th
  – Specified times for campus constituents to come and receive in-person training/assistance
  – Located in 3-4 computer labs across campus
  – Operated by Change Task Force and BOLT
  – Schedule communicated via website, email & porches
On-Going Training

• Additional training for identified users, weeks of July 15th & 22nd
  – Pcard
  – Cognos
  – Banner Self-Serve

• Repeat training, August 26th-30th (*still to be confirmed*)
  – Intended for individuals who have been off-campus throughout the summer months or have missed other training opportunities
  – Sessions will be a repeat of:
    • FOAPAL Refresher
    • General In-Person Training
Questions?

For additional information, go to go.udayton.edu/coa or email coa@udayton.edu