



Charting Our New Path

General Campus Training



University
of Dayton

Agenda

Review of FOAPAL & Available Tools

Purchasing & Ordering Impacts:

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

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

Show entries

Search:

CHART D (OLD)	index	ORIG_FUND	ORIG_ORGN	ORIG_PROG	CHART F (NEW)	DEST_FUND	DEST_ORGN	DEST_PROG	DEST_ACTV	DEST_LOCN	USER_ID
D	<input type="text"/>	<input type="text" value="96100"/>	<input type="text" value="6100"/>	<input type="text" value="1301"/>	F	<input type="text" value="100000"/>	<input type="text" value="801350"/>	<input type="text" value="700000"/>	<input type="text" value="999999"/>	<input type="text" value="999999"/>	ADMIN_JIM

Showing 1 to 1 of 1 entries

Previous Next

- 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

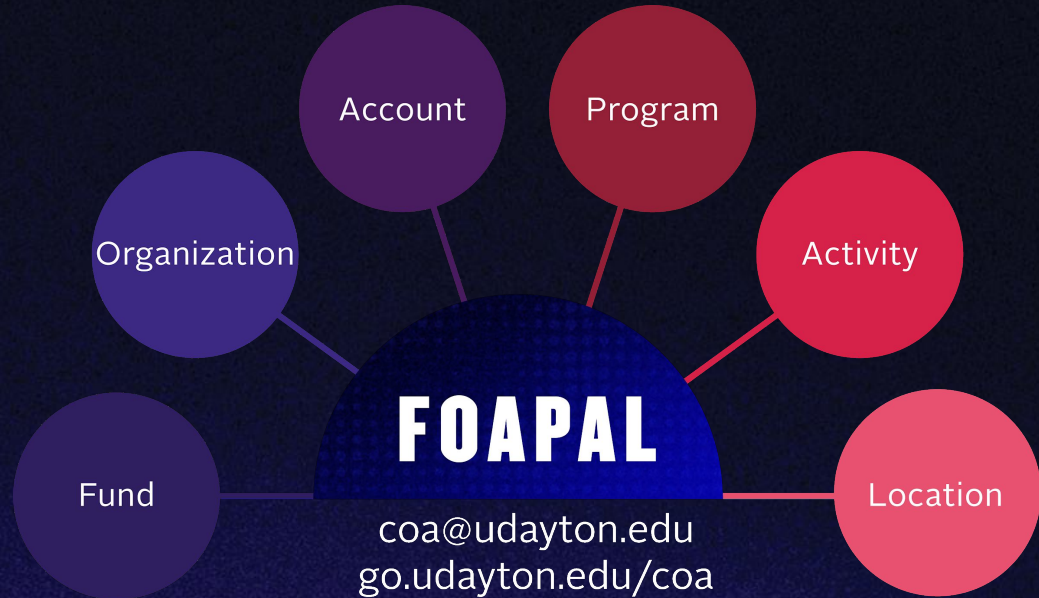


Available Tools

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).

The screenshot shows the Runway 'Draft Requisition' page. The breadcrumb trail is: Shop > My Carts and Orders > Open My Active Shopping Cart > Accounting Codes - Draft Requisition. The progress bar shows: General (checked), Addresses (warning), Approvals (checked), Internal Notes and Attachments (checked), External Notes and Attachments (checked), and Final Review (warning). A yellow message box states: 'You have completed the required information in this step. At this point, you can do the following: Proceed to the next step: Final Review.' Below this, a warning message says: 'Almost ready to go! The list below needs to be addressed before the request can be submitted.' The list of required fields is: Required field: Account, Required field: Activity, Required field: Fund, Required field: Location, Required field: Organization, and Required field: Program. The 'Accounting Codes' section shows a table with columns: Chart, Fund, Organization, Account, Program, Activity, and Location. The 'Fund' column contains 'no value' and 'Required field' with a red error icon. The 'Organization' column contains 'no value' and 'Required field' with a red error icon. The 'Account' column contains 'no value' and 'Required field' with a red error icon. The 'Program' column contains 'no value' and 'Required field' with a red error icon. The 'Activity' column contains 'no value' and 'Required field' with a red error icon. The 'Location' column contains 'no value' and 'Required field' with a red error icon. The 'Chart' column contains 'F' and 'New Chart F'.



Purchasing & Ordering Impacts:

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Invoices (AR)

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

My Profile > Custom Field and Accounting Code Defaults

Angela Langenderfer

User Name alangenderfer1

- User Profile and Preferences >
- Update Security Settings >
- Default User Settings >
- Custom Field and Accounting Code Defaults**
- Default Addresses
- Cart Assignees
- Checkout Settings
- Financial Approvers
- Payment Options
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

Custom Field and Accounting Code Defaults

Header (int.) | Header (ext.) | Codes | **Code Favorites** | Internal Information | Cart

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

Add

Accounting Codes

Biology Dept Office Supplies **Edit** **Delete**

Chart	Fund	Organization	Account	Program	Activity	Location	Government Contract #
F	100000	208100	820001	no value	999999	no value	no value
New	General	Biology	Supplies		Unspecified		
Chart F	Operating		- Office Supplies				

My Dept, Gen Operating, Science Center **Edit** **Delete**

Chart	Fund	Organization	Account	Program	Activity	Location	Government Contract #
F	100000	208100	no value	100000	100100	10CA00	no value
New	General	Biology		Instruction	Event A	UD	
Chart F	Operating			- General		Science	

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | General | **Accounting Codes** | Supplier Info | S&H

Select from your code favorites **Biology Dept Office Supplies**

Chart	Fund	Organization	Account	Program	Activity	Location
F	100000	208100	820001	no value	999999	no value
Select from profile values... Select from all values...	Select from all values... Clear selected value... Required field	Select from all values... Clear selected value... Required field	Select from all values... Clear selected value... Required field	Select from all values... Clear selected value... Required field	Select from all values... Clear selected value... Required field	Select from all values... Clear selected value... Required field



Purchasing & Ordering Impact:

Runway

Pcard

Travel
Reimbursement

Campus
Requisition

Catering Ordering

Work Orders

Invoices (AR)

Dedicated training is scheduled for the
weeks of July 15th and 22nd .



University of Dayton

Purchasing & Ordering Impact:

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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.

Page 1 of 1



Travel Expense Report

Traveler Name: _____ Prepared by: _____

University ID: _____ Preparer's phone: _____

Department: _____ *4 Campus ZIP Code: _____

Business Purpose / Location / Other Notes: _____

Form Number: _____ Period: 1/1/00

Per/Mile Reimbursement: \$0.58		Total Reimbursement Due: \$0.00				
Fund	Organization	Program	Activity	Location	%	Subtotal
						\$0.00
						\$0.00
						\$0.00
Travel Type: <input type="checkbox"/> Fac/Staff International <input checked="" type="checkbox"/> Fac/Staff Domestic <input type="checkbox"/> Student <input type="checkbox"/> Check how often to cash advance						0%

Description of Expense <i>Each record should be one of only 1 expense line.</i>	Date	Airfare	Lodging	Ground Transportation	Meals (excludes alcohol)	Alcoholic Beverages	Conferences and Seminars	Miles	Mileage Reimbursement	Other Fees	Total	Account: Type of Service →	
												830100	830001
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

*FOR FINAL REIMBURSEMENT, SUBMIT THIS FORM TO THE OFFICE OF PROCUREMENT AND PAYABLE SERVICES, Curran Place, ZIP -7023 See the Travel and Entertainment Procedural document for further details regarding the use and/or reimbursement of specific travel or entertainment expenses. [Click Here for the University Travel and Entertainment Procedural Document.](#) [Click Here for the Travel and Entertainment Expense Public.](#) [View Cash Advances](#)

For A/P Use Only - FOAPAL Summary			Account Summary										Activity		Subtotal
Fund	Organization	Program	Airfare	Lodging	Ground Transportation	Meals (excludes alcohol)	Alcoholic Beverages	Conferences and Seminars	Mileage Reimbursement	Other Fees	Activity	Location			
0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	\$0.00		
0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	\$0.00		
0	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	\$0.00		
TOTAL			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$0.00		

Traveler Signature / Date: _____ / _____ Supervisor Printed Name: _____ Supervisor Signature / Date: _____ / _____

[Link to the Travel Expense Report](#)

Purchasing & Ordering Impact:

Runway

Pcard

Travel Reimbursement


Campus Requisition

Catering Ordering

Work Orders

Invoices (AR)

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



Campus Requisition Form

Transfer Information

Buying Department Name	Contact Name	Location for Delivery (Building & Room No.)	+4 Zip	Selling Department Name
Business Purpose of Transaction:				

Buying Department FOAPAL string:

Fund	Organization	Account	Program	Activity	Location

Products or Services (Skip if attached receipts include all details requested below and write "See Receipt below.")

Quantity	Description of Items or Services Requested	Unit Price	Amount
<i>Total:</i>			

Authorized Signature (Buying Department): _____ Date: _____ Ext.: _____

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

Fund	Organization	Account	Program	Activity	Location

[Link to the Campus Requisition Form](#)



Purchasing & Ordering Impact:

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Work Orders

Invoices (AR)

Account number
has been replaced
with FOAPAL
string.

Phone & Email
orders will also
require FOAPAL
string.

How do I place my online catering order?

For events outside of seven business days or more, select your catered favorites with ease and convenience right from your desktop! You may also opt to call one of our dedicated Catering Specialists and they will be happy to guide you through menu selections and event details.

Event Date

Month Year

Building/Room

Estimate Number of Guests

FOAPAL String:

Detailed Table Set up

Additional Notes, Dietary Restrictions, Layouts, Agendas, Setup Instructions

Attachments



Purchasing & Ordering Impact:

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Work Orders

Invoices (AR)

Invoice			
Customer	Invoice Number:	Quantity	Price
JESSICA POPROCKI ADVANCEMENT SERVICES 300 COLLEGE PARK UNIVERSITY OF DAYTON DAYTON, OH 45469-7054	CAT561397		
	Invoice Date: 5/9/2019		
	Due Date: 6/8/2019		
	Event Name: NEW FACULTY ORIENTATION		
	Reservation No.: 127542		
	Billing Reference: 91021-7360		
Bookings / Details			Amount
Wednesday, May 01, 2019			

Customer	Invoice Number:
SUSAN DINING SERVICES-POWERHOUSE POWERHOUSE 201 UNIVERSITY OF DAYTON DAYTON, OH 45469-0404	
	Invoice Date: 5/15/2019
	Due Date: 6/14/2019
	Reservation No.: 128028
	Billing FOAPAL: XXXXXX-XXXXXX-XXXXXX-XXXXXX XXXXXX-XXXXXX
	Credit FOAPAL: XXXXXX-XXXXXX-XXXXXX-XXXXXX XXXXXX-XXXXXX



Purchasing & Ordering Impact:

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Work Orders

Invoices (AR)

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.



University of Dayton

Maintenance Portal New Academic Request

Search Requests

Report Date: 5/23/2019 10:20:46 AM

Request:

[\(more details\)](#)

Your Name:

Phone Number:

Fund:

Organization Code:

Location Code: --Please Select from Pulldown

Floor:

Room:

YOU WILL RECEIVE AN EMAIL NOTIFICATION WHEN WORK HAS BEEN COMPLETED

Email Address:

PLEASE CHECK HERE IF YOU NEED TO SCHEDULE A TIME TO PERFORM THIS WORK

Submit Request

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.



University of Dayton

Hiring & Time Approval Impact:

ePAF

PAF

GA Form

PageUp

Handshake

Kronos

Position Info dropdown has been updated to reflect Chart F.

Funding Information has been updated to allow FOAPAL string input.

UNIVERSITY OF DAYTON GRADUATE ASSISTANT (GA) CONTRACT

I: STUDENT INFORMATION

Last Name: _____ First Name: _____ Middle: _____ Student ID: _____
 Student Email: _____ Student Degree Program: _____ Degree Lvl: _____
 Academic Year: _____ Contract Type: NEW RENEWAL Apptmt: _____
 GA Dept Code/Org #: _____ Phone Ext: _____ GA +4 Zip: _____

II: POSITION INFORMATION

Supervisor: _____ Supervisor's Phone Ext: _____
 Supervisor's Dept Code/Org #: _____ Supervisor's +4 Zip: _____
Position No. (HR Use Only): _____ GA's Time Card Approver (if applicable): _____
 GA Work Location: Bldg.: _____ Rm.: _____ On or Off Campus position? ON OFF
 Stipulations/Instructions/
 Assignment Summary: _____

III: FUNDING INFORMATION

Dates of work for pay (mm/dd/yyyy) First Day: _____ Last Day: _____
Pay Period Effective Dates (HR Use Only): _____ - _____ - _____
 Period of tuition reimbursement coverage: From: _____ To: _____
 Total Tuition Remission Hours: _____ Tuition Cost per Credit Hr: _____
 Total Salary Amount: _____ Semi-monthly Pay: _____

TUITION							STIPEND						
Fund	Org.	Account	Program	Activity	Location	%	Fund	Org.	Account	Program	Activity	Location	%

UNIVERSITY/LAB FEES						
Fund	Org.	Account	Program	Activity	Location	%



Hiring & Time Approval Impact:

ePAF

PAF

GA Form

PageUp

Handshake

Kronos

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.

Division:* Human Resources

Department:* HR - 802000

Business Unit:* HR

Labor Distribution Fund: F-100800

Labor Distribution Account:* F-701001

Labor Distribution Program: F-610000

Labor Distribution Activity: F-999999

Labor Distribution Location: F-999999

Additional FOAPAL information:

Timesheet OR Leave Approval Queue: TDHRID

If labor is split among multiple FOAPALs please provide the additional FOAPAL information and associated percentages in the open text box below.

Additional FOAPAL information:

FOAPAL for Advertising: XXXXXX-XXXXXX-XXXXXX-XXXXXX-XXXXXX-XXXXXX



Hiring & Time Approval Impact:

ePAF

PAF

GA Form

PageUp

Handshake

Kronos

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.

Report a Hire

Use this form to report student employment hires. You **MUST** mark the student as hired in the applicant pool for your posting in Handshake prior to completing the Report a Hire.

Your email address (iferrin@dayton.edu) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

Supervisor Name
Your answer

Fund Number: *
Your answer

Organization Number: *
Your answer

Account Number: *
Your answer

Program Number: *
Your answer

Activity Number:
Your answer

Location Number:
Your answer



Hiring & Time Approval Impact:

ePAF

PAF

GA Form

PageUp

Handshake

Kronos



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



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