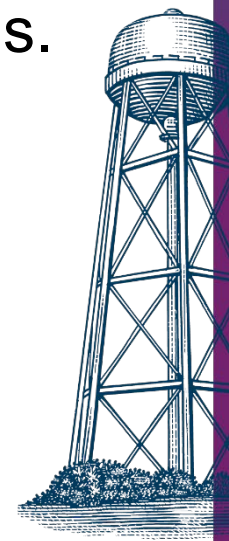
Thanks for Being Here Today!

- Please note that more than 500 people are registered for today's meeting. Due to the size of the meeting, we ask that you keep your mute setting turned on.
- You can ask questions in the Chat section, and one of our presenters or support team will answer them as appropriate. Our presenters will be regularly checking in to answer questions as the presentation continues. Q&A will also take place at the end of the session.
- Due to the size of today's meeting, we may not be able to answer all questions. Any unanswered questions can be sent to aggieenterprise@ucdavis.edu.
- We will start at 1:35pm.
- Today's session will be recorded and posted to our website.

UCDAVIS | FINANCE AND BUSINESS



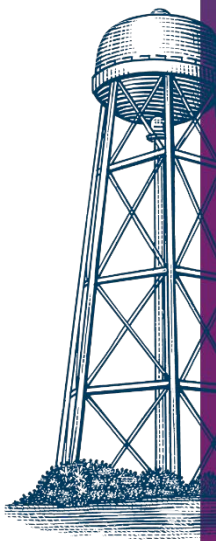
UCDAVIS
Supply Chain
Management

Aggie Enterprise

Highlighting Supply Chain Management Processes
September 8, 2022

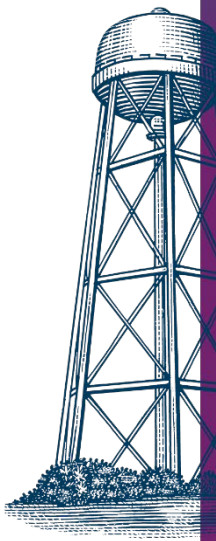
Today's Presenters and Subject Matter Experts

- *Note: Today's presentation will be recorded and made available on the SCM website at https://supplychain.ucdavis.edu .*
- Presenters:
  - Mike Kuhner, Assistant Vice-Chancellor for Supply Chain Management & Chief Procurement Officer
  - Mike Morgan, Director, Procurement and Contracting Services
  - Eddie Montes, Manager, Solutions and Financial Analysis
  - Jim Hewlett, Training and Communications Analyst, Supply Chain Management
- We are also joined by other members of the Supply Chain Management organization and the Aggie Enterprise Change Management team.



Welcome!

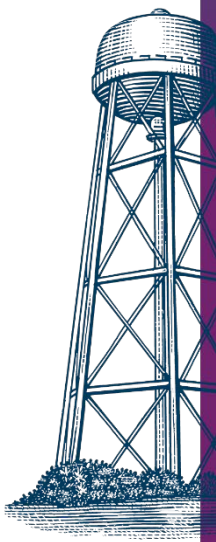
- This forum will provide an overview of the **Supply Chain Management** functions in **Aggie Enterprise**. We will open it up to questions periodically in the presentation and at the end.
- These functions include **Purchasing, Accounts Payable, and Supplier Management**.
- As development continues on Aggie Enterprise, processes are still *subject to change*.
  - We will continue to keep you updated via our **website**, **monthly SCM Link newsletter**, and additional **forums**, as processes are finalized.



What is Aggie Enterprise?

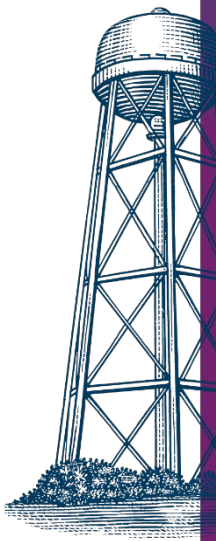
- **Aggie Enterprise** is the new online financial system, utilizing the Oracle platform, that will be implemented at UC Davis this **July.**
- Aggie Enterprise will **replace** many of the systems that are currently used at UC Davis. We will keep you posted on when these systems are scheduled to be deactivated:
  - **Kuali Financial System (KFS)**
  - **AggieBuy**
  - **FIS Decision Support (DS)**

Aggie Enterprise



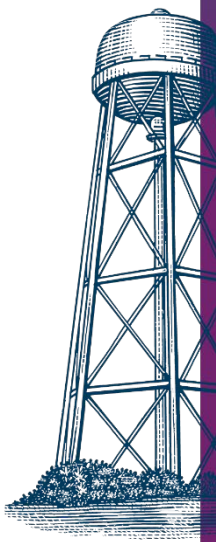
Today's Forum Highlights SCM Functions

- Supply Chain Management (SCM) is **just one part** of Aggie Enterprise; leveraging Oracle's **Procure to Pay (PTP)** module.
- There will also be tools for managing charts of accounts, financial transfers, managing budgets, and much more.
- Today's forum is focused **only** on the SCM processes.
- Learn more about each of the Aggie Enterprise modules on the Aggie Enterprise website at https://financeandbusiness.ucdavis.edu/aggie-enterprise .



How will Aggie Enterprise Benefit You?

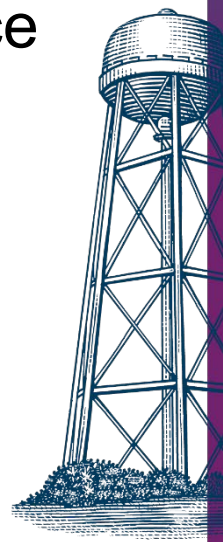
- It will allow our customers to complete multiple processes in one system, as opposed to having to complete each task in a separate system.
  - Catalog purchasing is currently completed in AggieBuy, while non-catalog purchasing is completed in the Kuali Financial System (KFS). *In Aggie Enterprise,* ***both*** *catalog* ***and*** *non-catalog purchasing can be completed in one system!*
- Smoother system integrations with fewer systems will reduce likely issues.
- More centralized processes (suppliers, invoices) will standardize and expedite work completion.



What Isn't Changing?

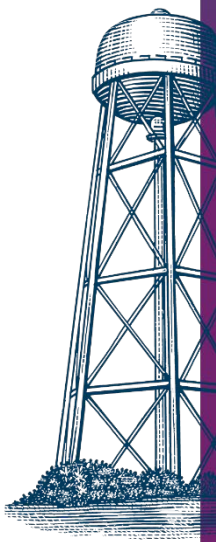
Although we are focusing today on the changes that are coming with Aggie Enterprise, let's highlight what is NOT changing:

- All existing university policies for Procurement and Accounts Payable remain the same, including fiscal approval of requisitions.
- AggieExpense, the newly rebranded AggieTravel, remains for booking travel and reconciling expenses.
- Many of the current feeds and boundary applications will remain and interface with Oracle, including the **Online Pre-Purchasing (OPP)** system, and most invoicing feed systems.
- Capital Asset purchases and Research purchases with reduced taxes will continue to be available with the new system.



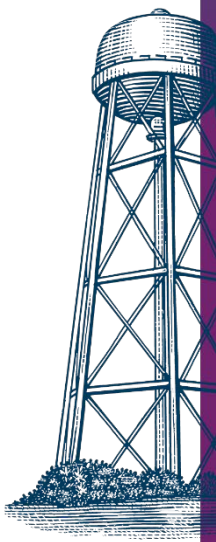
SCM Participation in System Development

- SCM staff meet multiple times a week with the Aggie Enterprise project team, central office staff and campus department stakeholders.
  - These meetings are designed to ensure that each of our key business processes can be completed in Aggie Enterprise, and when possible, improved and/or streamlined.
- These meetings include system demonstrations, case scenario development, time to share feedback and input, and extensive system testing.



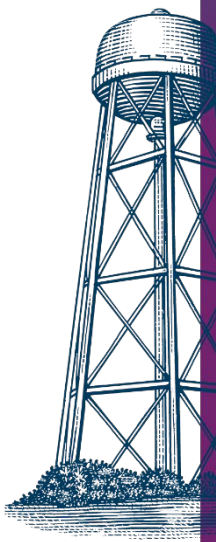
What Training will be Available?

- We are developing **training** that will assist our customers in purchasing, accounts payable, and supplier management.
  - Training will be rolled out in early calendar year 2023 and will provide the necessary guidance to ensure you can complete your SCM processes as easily as possible.
  - Training plans include:
    - eLearning courses
    - Instructor-led classroom sessions (virtual and in-person)
    - Step-by-step guides



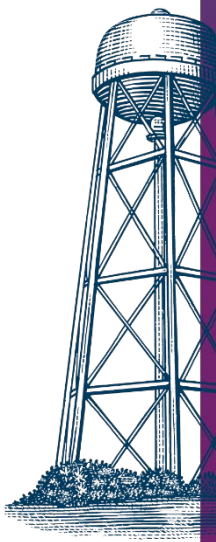
Aggie Enterprise Roles and Permissions

- The process of clarifying Aggie Enterprise roles, and their associated permissions, is being finalized by the larger Aggie Enterprise team.
- There will be general roles for accessing and using the system, as well as specific roles for requisitions and reporting.
- If you can currently make requests in AggieBuy or Kuali, you are expected to be granted Oracle Requisition access.
  - *Prerequisite training may be required before access is granted.*



New Chart of Accounts Coming Too!

- Now let's discuss the new **Chart of Accounts (CoA).**
  - The COA is the financial "language" for transacting and running reports in the Aggie Enterprise system.
- All UC locations are required to move to the new Chart of Accounts by **July 1, 2023** to align with the UC Common Chart of Accounts (CCoA).
- This new CoA replaces the current Full Accounting Unit (FAU).
- The Chart of Accounts Resource Guide brings all CoA resources together in a single place in recommended viewing order.



PAUSE FOR QUESTIONS

We'll review and answer questions for a moment now.

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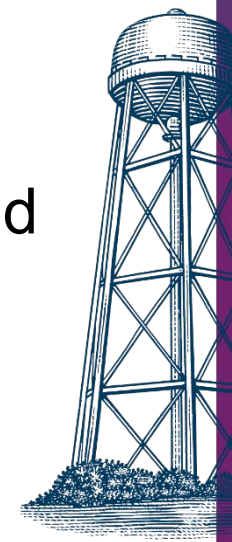
Aggie Enterprise: Purchasing

- All purchasing will be completed in Aggie Enterprise (except travel or p-card expenses)
  - This includes purchasing from catalog suppliers, such as Fisher Scientific, Dell Computer, and the SCM Storehouses.
  - This also includes requests to create new purchasing agreements and requests to purchase goods or services not available in a catalog.
  - Requisition Preferences allow users to save a default delivery location and multiple CoA chart strings, along with a nickname for each chart string.

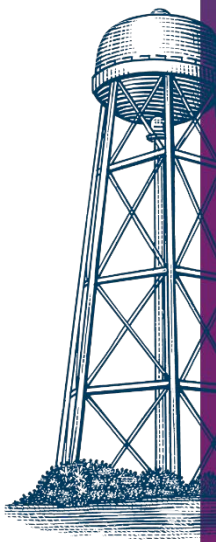


Aggie Enterprise: Purchasing

- Purchase order numbers will be issued sequentially and no longer include department codes (e.g., 3-ACCT).
  - Example: UCDPO00001234

- Instead of commodity codes, Oracle will use purchasing categories.
  - There are about 200 categories vs 10K commodity codes in KFS.

- Purchasing categories will map to the natural account segment of the CoA and be used for automatic routing, such as special conditions routing to specific departments for review.

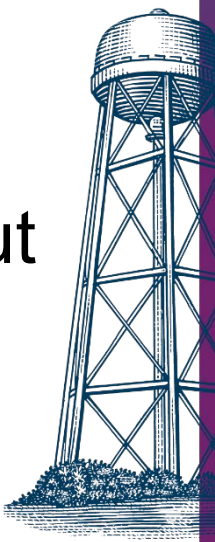


Purchasing Routing (Mostly) Won't Change

- Catalog purchase requisitions will only require the financial department approval before a Purchase Order is **automatically** issued to the supplier (same as in AggieBuy now).

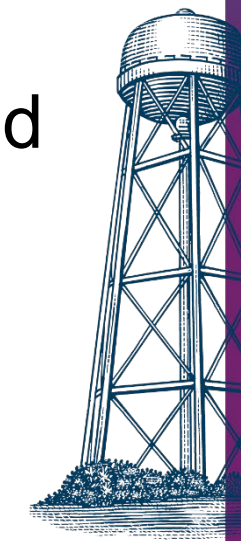
- Requisitions for purchase agreements or non-catalog goods and services will require the financial department approval **before** the Purchase Order or Agreement is manually processed, approved, and issued by a Buyer.

- Department approvers can either approve or reject a requisition, but they cannot edit the requisition while in routing (e.g., change the accounting).



Purchasing Routing (Mostly) Won't Change

- One change from the Kuali Financial System (KFS) is that **ad hoc routing will not be available**. With that being said:
  - There will be the ability to set up delegates who will be able to act (approve/disapprove) on documents when the financial department approver is not available.
  - Any offline forms that capture additional approvals can be added as an attachment to a Requisition, just like in KFS.



PAUSE FOR QUESTIONS

We’ll review and answer questions for a moment now.

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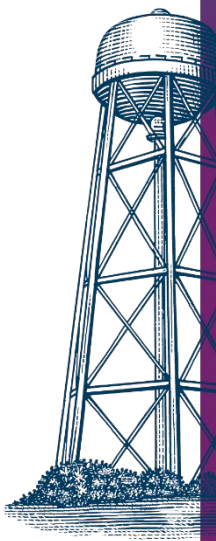
Aggie Enterprise: Time for a Purchasing Demo!

- We will show you how to shop the catalogs, create a Requisition, and complete the required fields to submit the document.

- We will also show you how to search for Requisitions to determine routing status and the associated Purchase Order number.

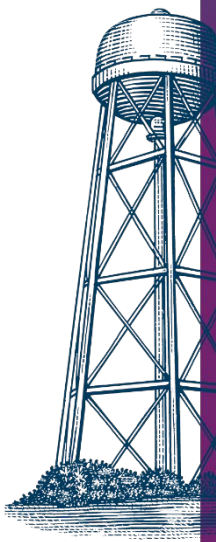


PAUSE FOR QUESTIONS

We'll review and answer questions for a moment now.

Aggie Enterprise: Accounts Payable

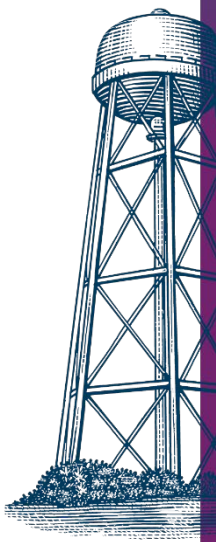
- All **Accounts Payable** processing, including invoices and non-PO payment requests, will be initiated in Aggie Enterprise by **SCM processors**.
  - Departments will submit non-PO payment requests for processing.
- Suppliers will have the option for submitting PO invoices through a self-service portal, or via direct email to the Aggie Enterprise Invoicing module.
  - Invoices sent to departments first can be forwarded to the Aggie Enterprise email processing queue.



Aggie Enterprise: Accounts Payable

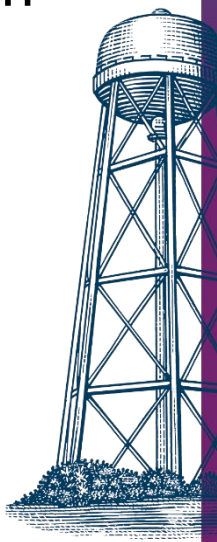
- Aggie Enterprise will utilize 2-way invoice matching up to $10,000. Any invoices under that amount will not require financial department approval.
  - When creating a requisition, the requester can choose to have the related invoices require financial department approval *regardless of amount*.

- Receiving functionality is still available in Aggie Enterprise, but receipts will not drive any workflow rules.



Aggie Enterprise: Supplier Management

- All **Supplier Management** processing, such as adding or updating supplier records, will be initiated or approved in Aggie Enterprise by **SCM processors**.
  - Departments will no longer complete supplier documents. A ticketing system will be used to request new suppliers or to update existing records.
  - Suppliers will optionally have access to a self-service portal, allowing them to directly maintain their own information, including banking information, W9s, and tax certificates.
- **Active** suppliers will be converted from Kuali.



PAUSE FOR QUESTIONS

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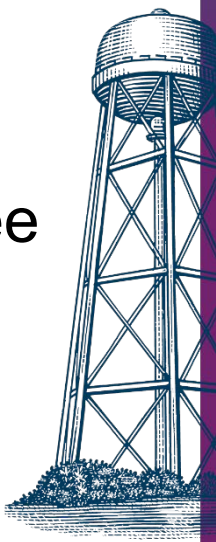
Aggie Enterprise: Mail Services Current State

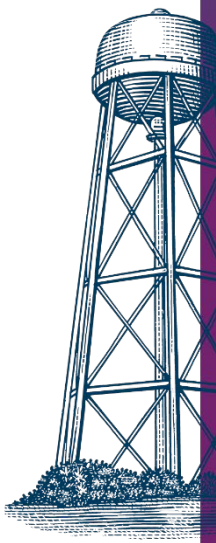
Aggie Enterprise will also impact **Mail Services** processes. The current state is:

- Customers obtain a Billing ID via KFS.
- Customers then fill out a form to authorize Mail Services to activate the billing ID in the mailing system.
- Customers write or print the billing ID on the return address on their outgoing envelopes.
- Mail Processors enter the billing ID when applying postage, and customers see the cost of postage, and surcharge, applied to their ledger ***monthly***.



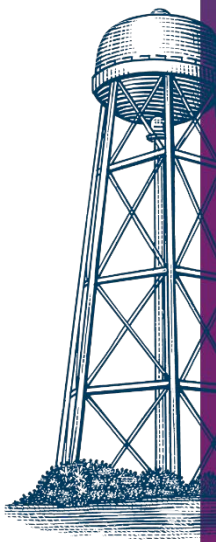
Aggie Enterprise: Mail Services Future State

- Customers will fill out an online AggieLogistics form (validating the account is active) authorizing Mail Services to activate their GL or PPM account in the mailing system.
- Mail Services will provide the customers with a 4-digit alias to include on their return address on their outgoing envelopes.
- A Database of these alias' will be maintained within AggieLogistics for customer queries.
- Mail Processors enter the 4-digit alias when applying postage, and the customers will see the cost of the postage, and surcharge, applied to their ledger ***daily***.



Aggie Enterprise: Reports and Reporting

- Reports for Purchasing and Accounts Payable are being developed for Aggie Enterprise, intended to replace existing DS reports.
- Our teams continue to analyze the existing reports and look for ways to best utilize the Oracle reporting functionality going forward.
  - Tools will include Oracle Reporting, Cognos, Tableau, and others.
- AdminIT is determining how historical data will be accessible after Decision Support is retired.

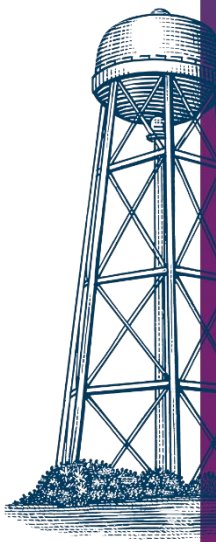


Aggie Enterprise: What Can You Do Now

- **Clean up** your Purchase Orders and Agreements
  - Review the **Open Purchasing Orders (364)** report in FIS DS.
  - Close any orders or agreements that are no longer needed.
  - This process will clean up your encumbrances too.

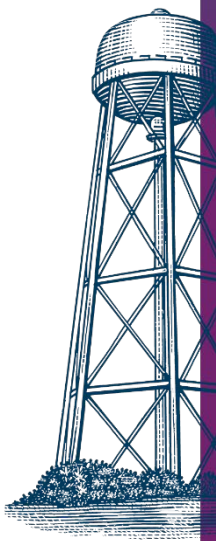
- Our plan is to convert any open KFS purchase order lines, **as long as the PO was initiated after June 30, 2021.**

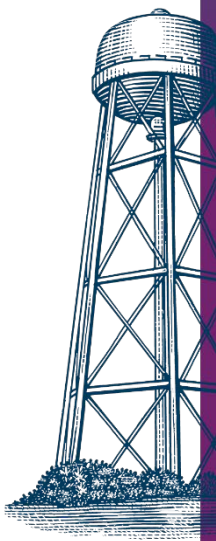
- We also recommend you complete the online Chart of Accounts training to understand how the new accounting system will work.



Online Resources

- Your one stop shop for everything Aggie Enterprise is available at https://financeandbusiness.ucdavis.edu/aggie-enterprise.
- Supply Chain Management functions and impacts of Aggie Enterprise are outlined at https://supplychain.ucdavis.edu/aggie-enterprise-creating-new-efficiencies .
- We highly recommend you bookmark these web pages and also subscribe to *The Spreadsheet* newsletter to stay up-to-date on the “latest and greatest” in the world of Aggie Enterprise!



Q&A

- Feel free to ask questions in Chat.
- We'll call on you to unmute and ask your question(s).
- *We may not be able to answer all questions today*
  - Any unanswered questions can be sent to aggieenterprise@ucdavis.edu.
- Thanks for your time today!