Fund Type Alignment Communications Plan
Johns Hopkins University
May 6, 2024

Background

As part of the new funds management policies implementation, approximately 2,000 accounts across Johns Hopkins University (excluding the School of Medicine) will be realigned to new fund types in an effort titled Fund Type Alignment. These updates will standardize how accounts are organized under each fund type and provide a framework for strategic funds management. Over the weekend of May 11th – May 12th, SAP will be updated so that the accounts will derive new funds to achieve consistency across the university. After derivation rules are updated, historical balances will be transferred to the new funds after the entries are reviewed and approved by the divisions.

Detailed Communications

The following communications plan will ensure pertinent parties across the university are kept apprised of Fund Type Alignment activities, timing, and impacts.

Fund Type Alignment	
System/Record	**Detailed Communications**
Assessments, Distributions	Divisions and departments must update any assessments or distributions posting to cost objects being realigned so that those assessments and distributions post to the correct funds moving forward. While any assessments generated by central offices will be updated for the new funds, divisions and departments should update any assessments and distributions generated outside of central offices to post to the new funds moving forward.
Concur	• *Approval Workflows:* Concur workflow approvers will be updated to reflect the new fund-internal order/fund center combination. Expense reports should flow to the correct approver when activity resumes on Tuesday, May 14. Please plan to approve all in-process expense reports by Thursday, May 9 to ensure that there are not disruptions to approval workflows. • *Favorite Report Combinations:* Users may need to update saved combinations of selections for internal order, fund, and grant to include the updated fund from the alignment. Users should use the drop downs to identify updated internal order, fund, and grant combinations. Please reference the list of accounts being aligned in your department to determine necessary updates to favorites.
Fixed Assets	Cost Objects that do **NOT** derive funds: Some cost objects have assets or depreciation posting to them, each of which will be addressed separately through the realignment process: • *Asset posting*s: If a cost object has an asset posting to the old fund, Fixed Assets Shared Services will update the fund on the Asset Master Record by May 11th (technically creating a sub-asset on each impacted asset with the updated fund). • *Depreciation*: Once the Asset Master Record is updated by May 11th, all future depreciation will post to the updated fund. Historical balances will be transferred to the new fund later in May (divisions will review and approve these entries before General Accounting processes them).

	Cost Objects that **DERIVE FUNDS**: Some cost objects have assets or depreciation posting to them, each of which will be addressed separately through the realignment process: • **Asset postings**: If a cost object has an asset posting to the old fund, Fixed Assets Shared Services will update the fund on the Asset Master Record by FY24 close (technically creating a sub-asset on each impacted asset with the updated fund). This will create a temporary mismatch between the fund on the Asset Master Record and the fund where associated depreciation posts, but that will be remediated by FY24 close. Divisions and departments should be aware of this discrepancy for review and reconciliation purposes. • **Depreciation**: Once derivation rules are updated for the new fund, depreciation will post to the new fund moving forward. Historical balances will be transferred to the new fund later in May (divisions will review and approve these entries before General Accounting processes them).
Kyriba/Paywire	Once derivation rules are updated for the new fund, transactions from Kyriba and Paywire will post to the new fund moving forward. General Accounting will also update the Kyriba and Paywire system so the funds in those systems agree with the new funds being derived in SAP.
Non-Payroll Cost Transfers	Once derivation rules are updated for the new fund, non-payroll cost transfers will post to the new fund moving forward. Divisions and departments should update any supporting non-payroll cost transfer schedules for the new funds to ensure those schedules agree to fund postings in SAP.
Payroll	• Once derivation rules are updated for the new fund, payroll will post to the new fund moving forward. Historical balances will be transferred to the new fund later in May (divisions will review and approve these entries before General Accounting processes them). • Payroll/HR Shared Services will also update the fund on the Employee Master Record by FY24 close. This will create a temporary mismatch between the fund on the Employee Master Record and the fund where associated payroll transactions post, but that will be remediated by FY24 close. Divisions and departments should be aware of this discrepancy for review and reconciliation purposes.
Procurement	Once derivation rules are updated for the new fund, invoice payments on realigned cost objects will post to the new fund moving forward. Even if associated purchase orders/commitments were recorded with the old fund, the invoice payment will derive the new fund, and reconcile back so that the commitment is reversed out of the old fund correctly.
Student Information System, Distributed Graduate Aid Portal	The DGA will update fund records based on information in SAP, but transactions that are in-flight before the derivation rule updates will not update. Correcting entries will reverse to the new fund as well. • DGA submitters and approvers should approve in-flight and pause new submissions by Thursday 5/9 • The DGA administrators will monitor and correct any in-flight submissions or reversals that posted during derivation updates.