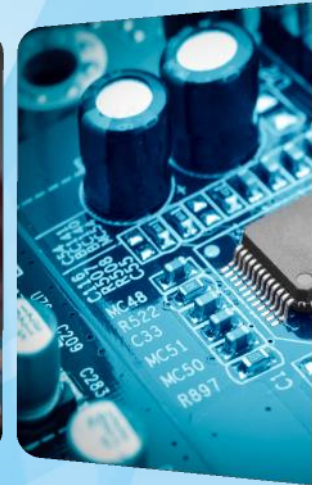
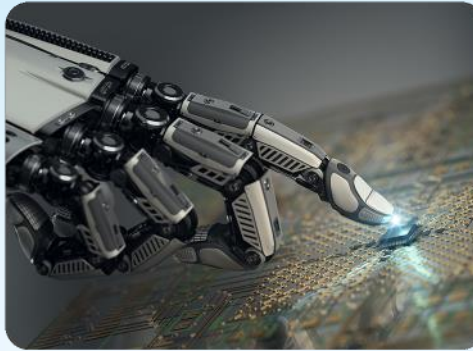


IEEE Region 3 SoutheastCon 2022



Managing Finances with NextGen

Joe Pennisi, Region 3 Treasurer

April 1-3, 2022

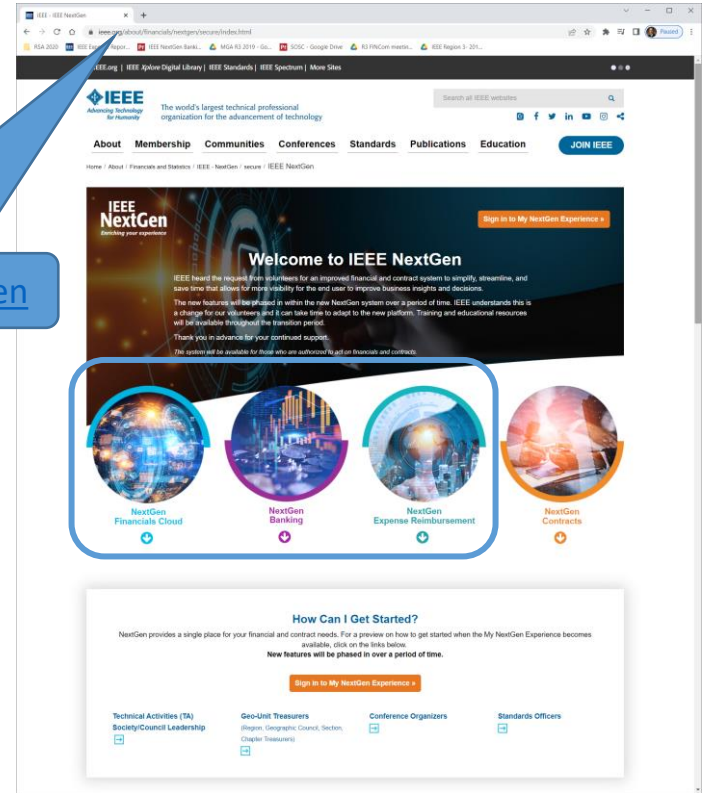
Managing Finances in NextGen

Region 3 Meeting

Use NextGen for:

- Planning
 - Budget
- Operations
 - Bank transactions
 - Payments
 - Reporting
 - Expenses

<https://www.ieee.org/nextgen>

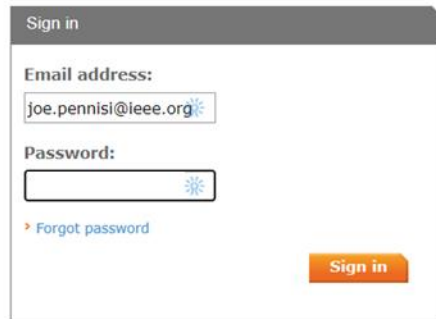


Managing Finances in NextGen

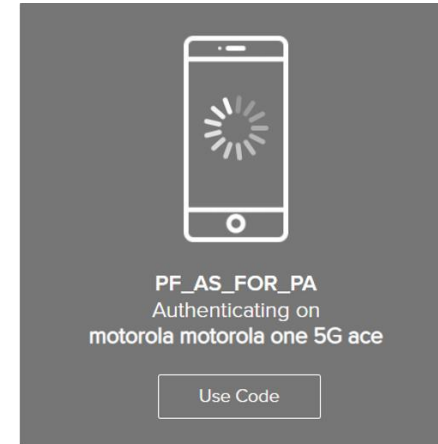
Getting access

- 2 Factor Authentication (2FA)
 - IEEE ID/PW & Ping ID

IEEE - Sign in to access the secure content



A screenshot of a web browser showing a sign-in page. The page has a title bar that says "Sign in". Below the title bar, there are two input fields: "Email address:" with the text "joe.pennisi@ieee.org" and "Password:" with a masked password. There is a "Forgot password" link below the password field. At the bottom right, there is an orange "Sign in" button.



Managing Finances in NextGen

Centralized tools

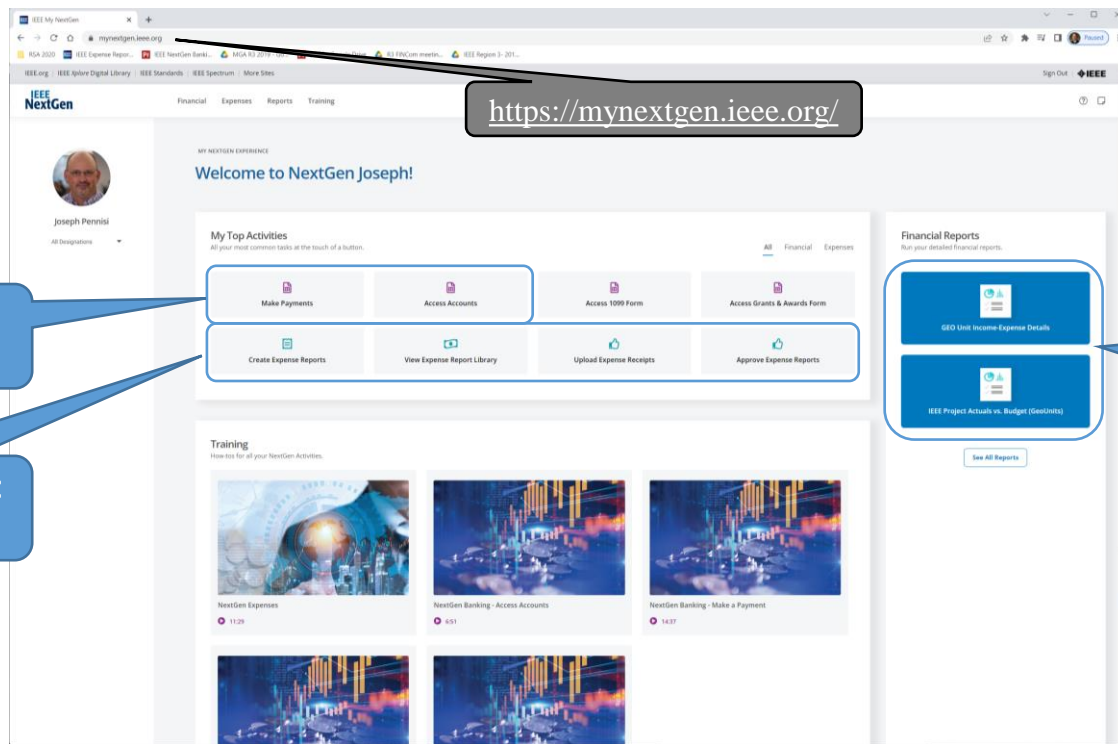


- Annual budget
- Budget vs Actual reporting

- Banking transactions
- Payments

- Concur Expenses
- Expense report approval

NextGen Banking Dashboard



NextGen Banking:
Account Activities

NextGen Expenses:
(opens Concur)

NextGen Cloud:
B vs A Reporting

Planning

Budget activity requires staff help

- Budgets are manually loaded by MGA Finance staff
- Create budget from template (provided by MGA staff)
 - Example: Region 3 budget (revenue and expense section snippets)

Project	Task	Raw Cost	Revenue Amount
R3 Southeastern USA - Region 3	1.10.000 000 Individual		
R3 Southeastern USA - Region 3	1.20.000 000 Corporation		
R3 Southeastern USA - Region 3	1.30.000 000 Foundation		
R3 Southeastern USA - Region 3	1.30.010 010		
R3 Southeastern USA - Region 3	1.30.020 020		
R3 Southeastern USA - Region 3	2.10.000 000 Meetings & Social Events		
R3 Southeastern USA - Region 3	2.10.010 010		
R3 Southeastern USA - Region 3	2.20.000 000 Publications		
R3 Southeastern USA - Region 3	2.30.000 000 Advertising - IEE		
R3 Southeastern USA - Region 3	2.40.000 000 Advertising - Non-IEEE		
R3 Southeastern USA - Region 3	2.50.000 000 Conference Revenue		
R3 Southeastern USA - Region 3	2.50.070 070 SoutheastCon		15000.00
R3 Southeastern USA - Region 3	2.60.000 000 Educational Activities		
R3 Southeastern USA - Region 3	2.60.010 010 STEM		
R3 Southeastern USA - Region 3	2.60.020 020 Other		
R3 Southeastern USA - Region 3	2.70.000 000 Professional Activities		
R3 Southeastern USA - Region 3	2.70.010 010 Professional Development		
R3 Southeastern USA - Region 3	2.80.000 000 Student Activities		
R3 Southeastern USA - Region 3	2.90.000 000 Project Revenues		
R3 Southeastern USA - Region 3	3.10.000 000 Rebate from IEEE		83000.00
R3 Southeastern USA - Region 3	3.12.000 000 Region Assessment		25000.00

Project	Task	Raw Cost	Revenue Amount
R3 Southeastern USA - Region 3	4.10.000 000 Meetings		
R3 Southeastern USA - Region 3	4.10.010 010 Section Meeting		
R3 Southeastern USA - Region 3	4.10.020 020 Subsection Meeting		
R3 Southeastern USA - Region 3	4.10.030 030 Chapter Meetings		
R3 Southeastern USA - Region 3	4.10.040 040 Other Meetings		
R3 Southeastern USA - Region 3	4.15.000 000 Chapter & Affinity Group Support		
R3 Southeastern USA - Region 3	4.15.010 010 Subunit		
R3 Southeastern USA - Region 3	4.15.500 500 Council		
R3 Southeastern USA - Region 3	4.15.600 600 Other		
R3 Southeastern USA - Region 3	4.20.000 000 Publications	500.00	
R3 Southeastern USA - Region 3	4.20.010 010 Publications Committee		
R3 Southeastern USA - Region 3	4.20.020 020 Publications Projects		
R3 Southeastern USA - Region 3	4.30.000 000 Advertising Expense - IEE		
R3 Southeastern USA - Region 3	4.40.000 000 Advertising Expense - Non-IEEE		
R3 Southeastern USA - Region 3	4.50.000 000 Conference Expenses		
R3 Southeastern USA - Region 3	4.50.010 010 Conference Committee		
R3 Southeastern USA - Region 3	4.50.020 020 Conferences	2500.00	
R3 Southeastern USA - Region 3	4.50.100 100 SoutheastCon Recurring		
R3 Southeastern USA - Region 3	4.50.110 110 Equipment	2500.00	
R3 Southeastern USA - Region 3	4.50.120 120 Conference Committee Travel	4000.00	

Planning

Customization available

- Budgets are manually loaded by MGA Finance staff
- Create budget from template (provided by MGA staff)
- MGA Finance team will include standard Task Codes
 - You can request additional specific codes – example ENCS expense Task Codes

R3 Southeastern USA - Region 3	4.15.010 010 Subunit
R3 Southeastern USA - Region 3	4.15.500 500 Council
R3 Southeastern USA - Region 3	4.15.600 600 Other

Standard budget template 4.15.xxx

R30171 Eastern North Carolina Section	4.15.010 010 Subunit
R30171 Eastern North Carolina Section	4.15.220 220 WIE
R30171 Eastern North Carolina Section	4.15.210 210 Young Professionals
R30171 Eastern North Carolina Section	4.15.500 500 Council
R30171 Eastern North Carolina Section	4.15.600 600 Other
R30171 Eastern North Carolina Section	4.15.020 020 Internet of Things (IoT)
R30171 Eastern North Carolina Section	4.15.030 030 Comp Intelligence(CIS11)
R30171 Eastern North Carolina Section	4.15.040 040 Computer Society (C16)
R30171 Eastern North Carolina Section	4.15.050 050 EMBS (EMB18)
R30171 Eastern North Carolina Section	4.15.060 060 EMC (EMC27)
R30171 Eastern North Carolina Section	4.15.070 070 GRS (GRS29)
R30171 Eastern North Carolina Section	4.15.080 080 IES (IE13)
R30171 Eastern North Carolina Section	4.15.090 090 Photonics (PHO36)
R30171 Eastern North Carolina Section	4.15.100 100 Power Elec (PEL35)
R30171 Eastern North Carolina Section	4.15.110 110 Rob & Auto (RA24)
R30171 Eastern North Carolina Section	4.15.120 120 Sig Proc (SP01)
R30171 Eastern North Carolina Section	4.15.130 130 Tech Mgmt (TM14)
R30171 Eastern North Carolina Section	4.15.140 140 ACME(AP03,EP21,EDD15,MT)
R30171 Eastern North Carolina Section	4.15.150 150 IT&ComSoc (IT12 & COM19)
R30171 Eastern North Carolina Section	4.15.160 160 PES & IAS (IT12 & PE31)

Custom ENCS budget template 4.15.xxx

Planning

Budgets in tool are key to efficiency

- Budgets are manually loaded by MGA Finance staff
- Create budget from template (provided by MGA staff)
- MGA Finance team will include standard Task Codes
 - You can request additional specific codes – example ENCS expense Task Codes
- Enables on-demand B vs A reports directly from NextGen Cloud
- Provides a single method to obtain official finance report

Operations – Account Balances

Region 3 Meeting

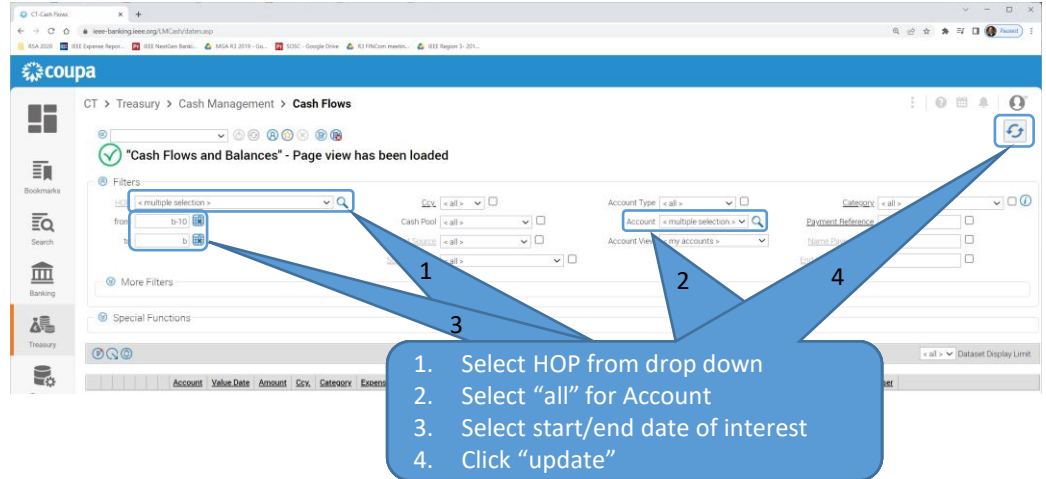
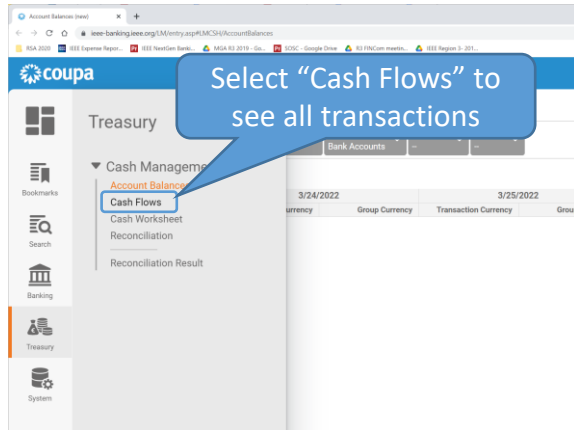
- View all bank transactions through “Access Accounts”
- Opens “coupa” dashboard to account balances

The screenshot shows the Coupa 'Account Balances' dashboard. At the top, there is a breadcrumb trail: 'CT > Treasury > Cash Management > Account Balances: Coupa default view'. Below this, a 'Filters' section contains several dropdown menus: 'Entity Group', 'Entity', 'Currency', 'Account Type', 'Cash Pool', and 'Account'. A blue callout bubble points to these filters with the text 'Clear out filters to see your account balances'. Below the filters, it says '0 items filtered'. A table header is visible with columns for '#', 'Account', and 'Transaction Currency', with dates '3/24/2022', '3/25/2022', and '3/28/2022' above the columns. A blue callout bubble points to the date columns with the text 'Change Dates here for balances on given dates'. A 'Clear all filters' button is located to the right of the filter dropdowns.

The screenshot shows the IEEE NextGen user dashboard. At the top, there is a navigation bar with 'Financial', 'Expenses', 'Reports', and 'Training'. Below this, a user profile for 'Joseph Pennisi' is shown. A large blue callout bubble points to the 'Access Accounts' button in the 'My Top Activities' section, which is highlighted with a blue border. Other buttons in the section include 'Make Payments', 'Create Expense Reports', 'View Expense Report Library', and 'Upload'.

Operations – Bank Transactions

Cash Flows view will be most frequently used



➤ Need to set several fields before "update" to get data

Operations – Bank Transactions

Details and tagging

➤ Shows all transactions in given date period

Note: Tagging in NextGen Banking does NOT sync with NextGen Cloud – Currently a manual tagging and upload process is required to enable reports.

Tagging is possible but Task drop down has more options than should be available for tagging

Export current view to spreadsheet CSV file for those inclined to work with those

The screenshot shows the Coupa Cash Flows interface. The breadcrumb trail is CT > Treasury > Cash Management > Cash Flows. The filters are set to HIDE: 300000-Region 3, from 1/1/2022, to 3/27/2022. The table below shows a list of transactions with columns for Account, Value Date, Amount, Ccy, Category, Expense/Revenue Type, Task, Transaction Code, and Payment Reference. A callout box highlights the 'Expense/Revenue Type' and 'Task' columns, stating: 'Transaction Tagging: - Expense/Revenue Type - Task (task code) Need to limit to GL codes in Budget'. A blue arrow points from the callout to the 'Task' column header in the table.

	Account	Value Date	Amount	Ccy	Category	Expense/Revenue Type	Task	Transaction Code	Payment Reference
1	300000-Region 3	1/1/2022	118.87	USD	Interest Paid	R-Interest Income	G-3-40-000000 IEIE CB Account Interest		Interest Calculation: 12/1/2021 - 12/31/2021
2	300000-Region 3	1/5/2022	-35.00	USD	CB Card Transaction	E-Payment Processing Charges	G-4-50-100100 SoutheastCon Recurring	CBCARD	3338-M886624494-03-JAN-22--35-00-AUTH
3	300000-Region 3	1/5/2022	-44.95	USD	CB Card Transaction	E-Payment Processing Charges	G-4-50-100100 SoutheastCon Recurring	CBCARD	3338-M886624495-03-JAN-22--44-95-AUTH
4	300000-Region 3	1/5/2022	-1,085.98	USD	Miscellaneous ACH Debit	E-Conference Expense	G-4-50-110110 Equipment		OTHER REFERENCE: IA0000017230943ACH
5	300000-Region 3	1/5/2022	-2,991.04	USD	Miscellaneous ACH Debit	E-Conference Expense	G-4-50-120120 Conference Committee Travel		OTHER REFERENCE: IA0000017230943ACH
6	300000-Region 3	1/10/2022	-35.25	USD	CB Card Transaction	E-Postage & Mailing	G-5-60-000000 Other Management & General Expense	CBCARD	3338-M887338577-08-JAN-22--35-25-USPS
7	300000-Region 3	2/1/2022	115.58	USD	Interest Paid	R-Interest Income	G-3-40-000000 IEIE CB Account Interest		Interest Calculation: 1/1/2022 - 1/31/2022 @
8	300000-Region 3	2/12/2022	-1,200.73	USD	Concur Activity	E-Miscellaneous	G-4-50-020020 Conferences	USVOLUNTEE	LORD CHARLES Expense Report masks 202
9	300000-Region 3	3/1/2022	103.75	USD	Interest Paid	R-Interest Income	G-3-40-000000 IEIE CB Account Interest		Interest Calculation: 2/1/2022 - 2/28/2022 @

Operations – Bank Transaction Tagging (official)

Transaction tagging requires staff assistance

- Official transaction tagging requires manual upload by MGA Finance team
- The proposed plan is to submit tagged transactions in spreadsheet quarterly
- Finance team will send reports to tag and return
- Once these are uploaded by Finance team, B vs A reports will be accurate

Question??

- Is there desire for more frequent uploads? Region reports are monthly.

Operations – Bank Transaction Tagging (unofficial)

Tagging if you want to do more on your own

➤ For those who wish to tag in banking

The screenshot shows the Coupa Treasury Cash Flows interface. A table of transactions is displayed with columns for Account, Value Date, Amount, Cvy, Category, Expense/Revenue Type, Task, Transaction Code, and Payment R. A callout box points to the 'Amount' column with the text 'Select number for transaction to tag'. Another callout box points to the 'Task' column with the text 'Select Type & Task from drop down *Make sure to only use Task from budget'. A third callout box points to the 'Save' button at the bottom right of the modal with the text 'Click "save" when complete'. The modal also shows fields for Account (300000-Region 3), Value Date (1/1/2022), Booking Date (1/1/2022), Amount (118.87), Payment Reference (Interest Calculation: 12/1/2021 - 12/31/2021 @ 32%), and Category (Interest Paid ()). The Additional Information section includes Payment Template, Direct Debit Template, Expense/Revenue Type (R-Interest Income), Task (G-3.40.000000 IEEEE CB Account Interest), Transaction Code, Counterparty, Payment Source, Cash Flow Rule, Processed By (08680671), Date Changed (1/21/2022 2:40:00 PM), Entered By (5637), and Date Entered (1/14/2022 2:03:20 PM).

	Account	Value Date	Amount	Cvy	Category	Expense/Revenue Type	Task	Transaction Code	Payment R
1	300000-Region 3	1/1/2022	118.87	USD	Interest Paid	R-Interest Income	G-3.40.000000 IEEEE CB Account Interest		Interest Cal
2	300000-Region 3	1/5/2022	-35.00	USD	CB Card Transaction	E-Payment Processing Charges	G-4.50.1001100 SoutheastCon Recurring	CBCARD	3338-M886
3	300000-Region 3	1/5/2022	-44.95	USD	CB Card Transaction	E-Payment Processing Charges	G-4.50.1001100 SoutheastCon Recurring	CBCARD	3338-M886
4	300000-Region 3	1/5/2022	-1,085.98	USD	Miscellaneous ACH Debit	E-Conference Expense	G-4.50.1101110 Equipment		OTHER REF
5	300000-Region 3	1/5/2022	-2,991.04	USD	Miscellaneous ACH Debit	E-Conference Expense	G-4.50.1201120 Conference Committee Travel		OTHER REF
6	300000-Region 3	1/10/2022	-35.25	USD	CB Card Transaction	E-Postage & Mailing	G-5.60.0000000 Other Management & General Expense	CBCARD	3338-M887
7	300000-Region 3	2/1/2022	115.58	USD	Interest Paid	R-Interest Income	G-3.40.000000 IEEEE CB Account Interest		Interest Calculation 1/1/2022 - 1/31/2022 @
8	300000-Region 3	2/12/2022	-1,200.73	USD	Concur Activity	E-Miscellaneous	G-4.50.0202020 Conferences	USVOLUNTEE	LORD CHARLES Expense Report masks 202
9	300000-Region 3	3/1/2022	103.75	USD	Interest Paid	R-Interest Income	G-3.40.000000 IEEEE CB Account Interest		Interest Calculation 2/1/2022 - 2/28/2022 @

Operations – Payments

Transfers between NextGen accounts

The image shows a screenshot of the Coupa Banking interface. On the left, a navigation menu is visible with 'Banking' selected. Under 'Banking', there is a sub-menu for 'Payment Processing' which includes 'Payments', 'Payment Templates', and 'IC Payments'. A blue callout bubble points to 'IC Payments' with the text 'Select "IC Payments"'. The main area of the interface shows a list of 'IC Payments' with columns for 'Entity', 'Payer Account', 'Receiver A.', 'Amount', 'Value Date', 'Payment Reference', 'Payment T.', 'Execution s.', and 'Execu'. A blue callout bubble points to a 'New' button in the top right corner with the text 'Click "New"'. Below the list, a 'New: IC Payment' form is displayed. The form has a title bar 'New: IC Payment' and a close button. It contains several fields: 'Payment Type' (radio button for 'Payment'), 'Payer Account' (dropdown menu), 'Receiver Account' (dropdown menu), 'Value Date' (text input), 'Amount' (text input), 'Currency' (text input), 'Payment Reference' (text input), 'Transaction Code' (text input), and 'Category' (dropdown menu). A blue callout bubble points to the 'Payer Account' and 'Receiver Account' fields with the text 'Enter your account & receiver account'. Another blue callout bubble points to the 'Value Date' and 'Amount' fields with the text 'Date transfer is effective and amount'. A third blue callout bubble points to the 'Payment Reference' field with the text 'Payment Reference is free form'. At the bottom right of the form are 'Cancel' and 'Save' buttons. A note box on the left side of the image contains the text: 'Note: You must be the owner of the Payer Account to use this transfer.'

Operations – Payments

Transfers between NextGen accounts

Select "IC Payments"

Payment Reference is free form

Click "New"

Enter your account & receiver account

Date transfer is effective and amount

Note: You must be the owner of the Payer Account to use this transfer.

For Category, Account Transfer() is the most likely choice.

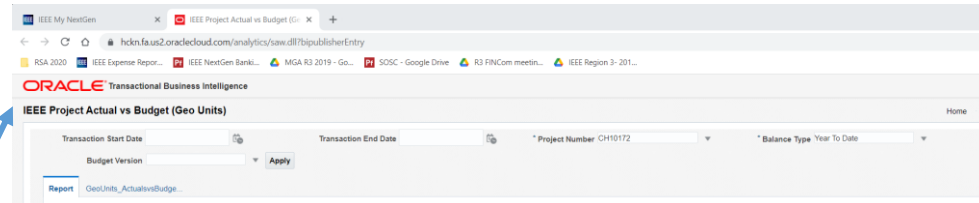
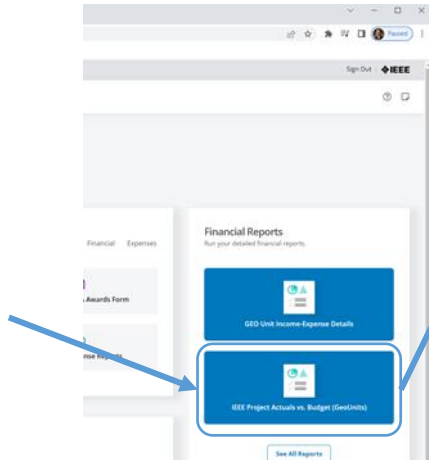
Search

- please select -
- Receivables (+)
- Credit Card Receipts (0)
- Miscellaneous (+)
- Miscellaneous ACH Debit (0)
- Intl Money Transfer Credit (0)
- Check Paid (0)
- ZBA (0)
- Interest Paid (0)
- Miscellaneous Credit (0)
- Miscellaneous Debit (0)
- PNC Activity (0)
- Check Deposit Package (0)
- Intl Money Transfer Debit (0)
- CB Card Transaction (0)
- Account Transfer (0)**
- Outgoing Money Transfer (0)
- Miscellaneous ACH Credit (0)
- FDMS MC/Visa/Discover Fee (0)
- FDMS MC/Visa/Discover (0)

Operations – Reporting

Budget and transaction tagging upload = system generated report

➤ Once tagged transactions are uploaded, generate report from NextGen Dashboard



1. Select Start/End date (recommend 1/1/year & 12/31/year for report)
2. Select Project Number (Sections start with R and follow with HOP #)
3. Select the uploaded budget template (leave budget type “Year To Date”)
4. Press Apply

Important: Report is downloaded as XLS file, not shown on screen
Contains Summary and Detail tabs

Operations – Reporting (Alternate/Interim)

For those who prefer more on their own

- Depending on your transaction volume, you can manually update the B vs A report in between uploaded tagged transaction files (this is what I currently do)
 - Recommended ONLY if you are comfortable working in Excel with formulas
 - This is helpful only if you also correctly tag transactions in NextGen Banking

➤ Manual process

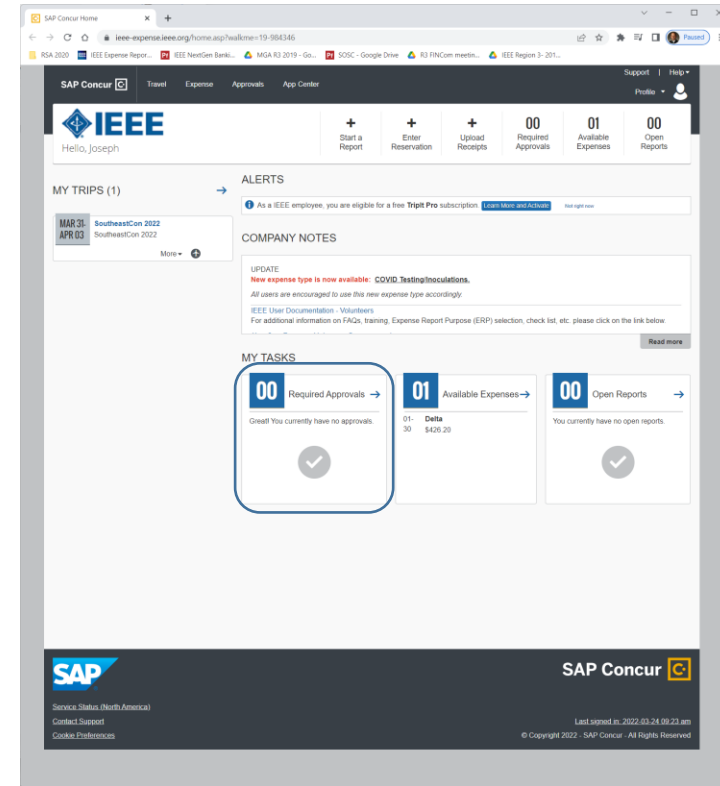
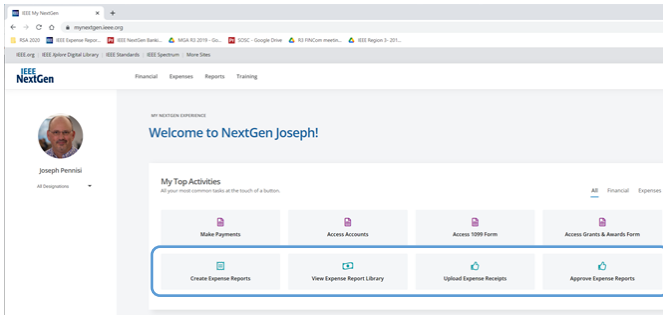
1. Utilize initial B vs A report to create report template
2. Replace Over/Under values with formula; replace Total lines with appropriate sum formulas – use for future reports too
3. View Cash flow from 1/1/2022 to 12/31/2022
4. Export Cash flow view to CSV
5. Sort cash flow by Task
6. Manually (or with some Excel manipulation) sum all transactions by task
7. Transfer sums to B vs A page, save and/or output to PDF report

Financial Row	Amount	Budget Amount	Amount Over/(Under) Budget
Ordinary Income/Expense			
Income			
2.00 - 2 Prog Rev			
2.50 - 50 Conference Revenue			
2.50.070 - 070 SoutheastCon	\$0.00	\$15,000.00	(\$15,000.00)
Total - 2.50 - 50 Conference Revenue	\$0.00	\$15,000.00	(\$15,000.00)
Total - 2.00 - 2 Prog Rev	\$0.00	\$15,000.00	(\$15,000.00)
3.00 - 3 Other Receipt			
3.10 - 10 Rebate from IEEF			
3.10.000 - 000 Rebate from IEEF	\$0.00	\$83,000.00	(\$83,000.00)
Total - 3.10 - 10 Rebate from IEEF	\$0.00	\$83,000.00	(\$83,000.00)
3.12 - 12 Region Assessment			
3.12.000 - 000 Region Assessment	\$0.00	\$25,000.00	(\$25,000.00)
Total - 3.12 - 12 Region Assessment	\$0.00	\$25,000.00	(\$25,000.00)
3.40 - 40 IEEF CB Account Interest			
3.40.000 - 000 IEEF CB Account Interest	\$338.20	\$750.00	(\$411.80)
Total - 3.40 - 40 IEEF CB Account Interest	\$338.20	\$750.00	(\$411.80)
3.70 - 70 Other Income			
3.70.010 - 010 Life Mem Fund-students	\$0.00	\$1,500.00	(\$1,500.00)
Total - 3.70 - 70 Other Income	\$0.00	\$1,500.00	(\$1,500.00)
3.75 - 75 Loan Repayment			
3.75.010 - 010 SoutheastCon Seed Loan Repaym	\$0.00	\$5,000.00	(\$5,000.00)
Total - 3.75 - 75 Loan Repayment	\$0.00	\$5,000.00	(\$5,000.00)
3.95 - 95 Bank Account Transfers			
3.95.000 - 000 Bank Account Transfers (incoming)	\$0.01	\$0.00	\$0.01
Total - 3.95 - 95 Bank Account Transfers	\$0.01	\$0.00	\$0.01
Total - 3.00 - 3 Other Rcpct	\$338.21	\$115,250.00	(\$114,911.79)
Total Income	\$338.21	\$130,250.00	(\$129,911.79)

Operations – Expense Approval

Route all expenses through Concur

- All Expense activities will open Concur page
- Note: Treasurer MUST have a Concur account
 - Needed to approve expenses
 - Expense reports require 2 approvals – Treasurer & Chair



Operations – Expense Approval

Levels transfer to NextGen tasks

Purpose Levels 1-4

- Level 1 typically Region or Section
- Level 2 – Region 3
- Level 3 – Region 3
- Level 4 – match your NextGen budget task code entries
- These transfer into NextGen Banking directly

The image displays four screenshots of the 'Create a New Expense Report' form, illustrating different configurations for Purpose Levels 1-4. Each screenshot shows the Report Name, Report Date, and Comment fields, along with dropdown menus for each Purpose Level. The search results for each level are shown in a list box.

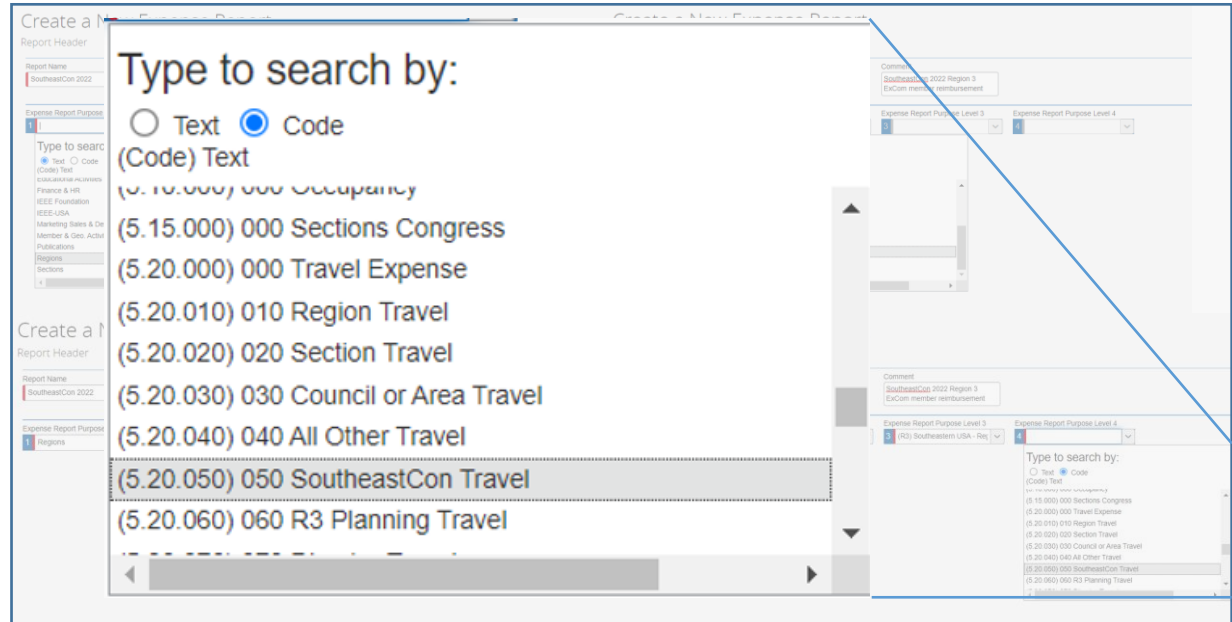
- Screenshot 1 (Top Left):** Purpose Level 1: Regions; Purpose Level 2: SoutheastCon 2022 Region 3; Purpose Level 3: ExCom member reimbursement; Purpose Level 4: (empty).
- Screenshot 2 (Top Right):** Purpose Level 1: Regions; Purpose Level 2: SoutheastCon 2022 Region 3; Purpose Level 3: ExCom member reimbursement; Purpose Level 4: (empty).
- Screenshot 3 (Bottom Left):** Purpose Level 1: Regions; Purpose Level 2: Southeastern USA - Region 1; Purpose Level 3: (empty); Purpose Level 4: (empty).
- Screenshot 4 (Bottom Right):** Purpose Level 1: Regions; Purpose Level 2: Southeastern USA - Region 1; Purpose Level 3: Southeastern USA - Region 1; Purpose Level 4: (empty).

Operations – Expense Approval

Levels transfer to NextGen tasks

Purpose Levels 1-4

- Level 1 typically Region or Section
- Level 2 – Region 3
- Level 3 – Region 3
- Level 4 – match your NextGen budget task code entries
- These transfer into NextGen Banking directly



Operations – Expense Approval

Region 3 Meeting

Additional Expense Approval comments

- Approvals must meet IEEE Travel reimbursement policy
- You **MUST** ensure you review (look at) each receipt that is submitted
- Use this opportunity to ensure Purpose levels are all correct – especially Level 4
- 2 Approvers required for all payments
 - Treasurer is First Approver
 - Chair is typically Second Approver

Summary

Region 3 Meeting

- NextGen supports primary finance management tasks
 - Planning – budget entry and tracking
 - Banking – transaction tracking, payments & balances
 - Reporting – Budget vs Actual reports
 - Expenses – Expense report approval
- Some manual processing with MGA Finance team currently required
 - Automated reporting requires budget uploading and transaction tagging
 - Updates/improvements in process, will roll out over time

Managing Finances in NextGen

Region 3 Meeting

Questions?

Thank you!

Joe Pennisi, joe.pennisi@ieee.org