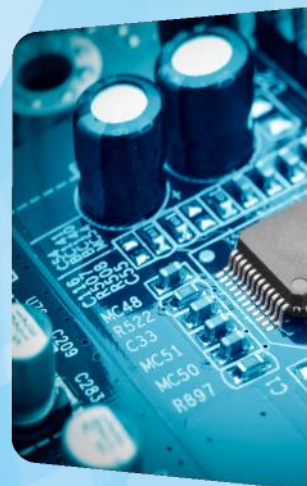


IEEE Region 3 SoutheastCon 2022



NextGen Tips & Tricks

Joe Pennisi, Region 3 Treasurer

April 1-3, 2022

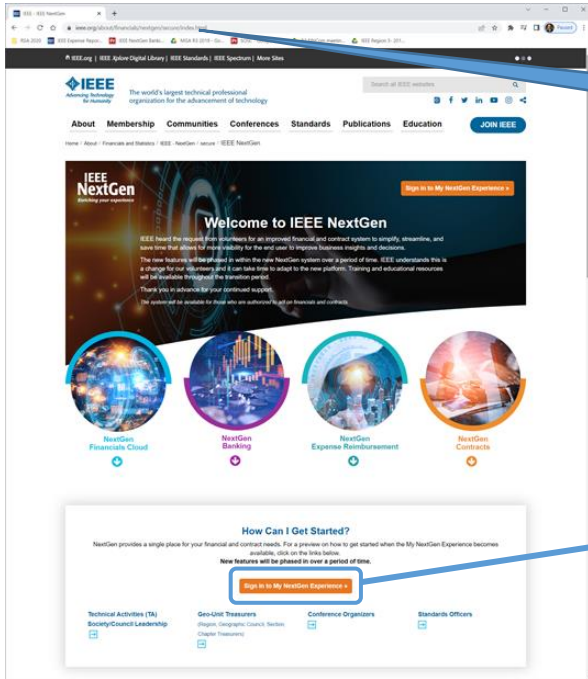
NextGen Tips & Tricks

Region 3 Meeting

- Disclaimer: This information comes from my personal experience with NextGen (I don't always read directions first) and from a very helpful document from Brian Conant (Atlanta Section Treasurer) aptly titled *"NextGen Banking for Dummies"*
- Goal: Identify common tasks & shortcuts you'd likely use frequently
- Focus on Section/Chapter Treasurers

NextGen – Where to start

Region 3 Meeting



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

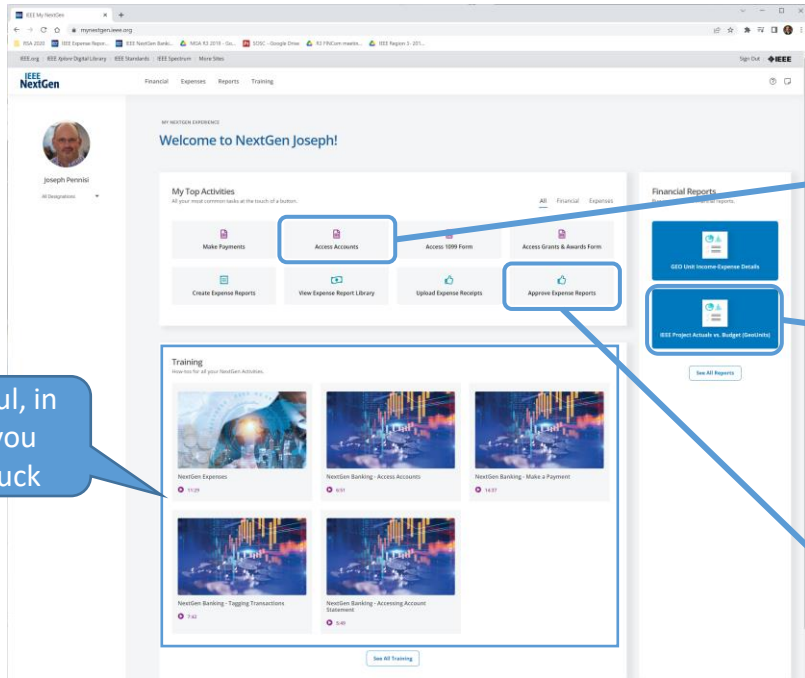
2FA Required – keep your phone handy

IEEE - Sign in to access the secure content



NextGen – Where to start

Commonly used tasks



You'll use this button 90+% of the time you come here

Access Accounts

Use to go to Concur to approve reports – email alert will come too.

Approve Expense Reports

IEEE Project Actuals vs. Budget (GeoUnits)

Will use this monthly or quarterly depending on your report cadence.

NextGen – Access Accounts

Viewing account balances

Access Accounts brings you here:

The screenshot shows the Coupa 'Account Balances' page. The breadcrumb trail is 'CT > Treasury > Cash Management > Account Balances: Coupa default view'. There are filter buttons for Entity Group, Entity, Currency, Account Type (Bank Accounts), Cash Pool, and Account. A 'Clear all filters' button is on the right. Below the filters, it says '0 items filtered'. There are date selection buttons for 3/24/2022, 3/25/2022, and 3/28/2022. A table header is visible with columns for #, Account, Transaction Currency, Group Currency, Transaction Currency, Group Currency, and Currency. Two blue callout boxes are present: one pointing to the 'Clear all filters' button with the text 'Is always blank for me until I “Clear all filters”' and another pointing to the date selection buttons with the text 'Change Dates here for balances on given dates – I typically only want a start and end, so I delete one of the 3'.

Typically I use 1 of 3 sets of dates:

- 1/1/2022 to today
- 1/1/2022 to last day of previous month for YTD report
- First day of month to last day of month for month's activity

Most Treasurers will have only one account here – either your section or chapter; some will have more.

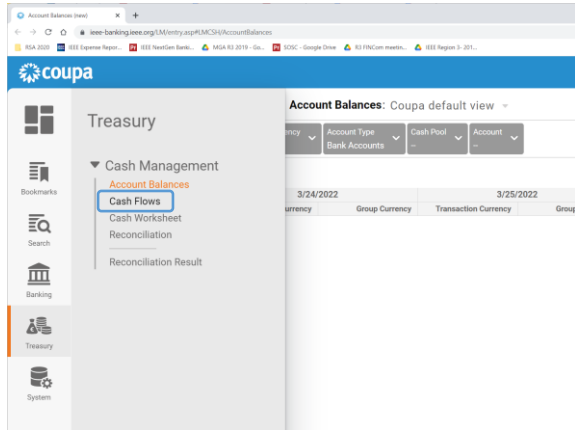
This is good for an overview of all you have access to.

Most of the rest of the settings aren't relevant.

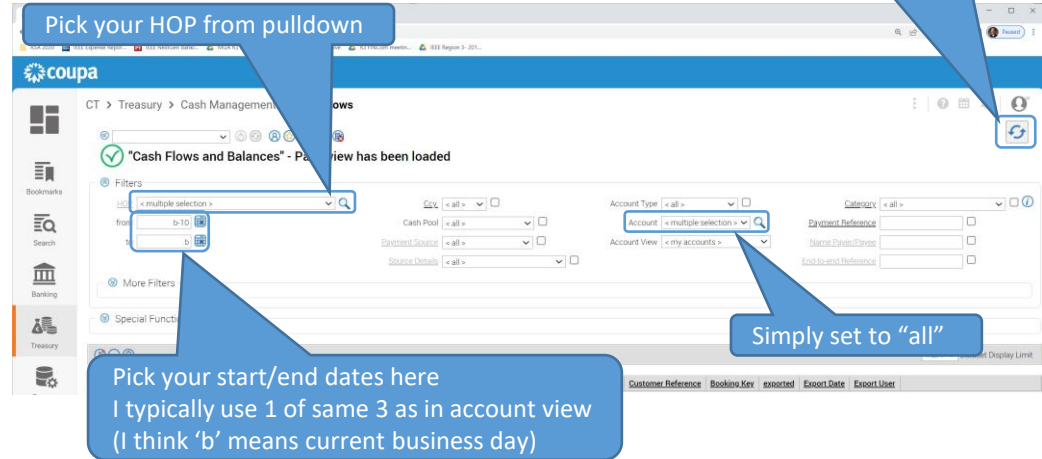
NextGen – Cash Flows

Will use this frequently

Cash Flows is the most used view in Banking –
It provides access to all transactions from your account



Cash Flows takes you to this screen



NextGen – Transactions

Details

Export current view to spreadsheet CSV file is helpful if you want to do some of your own manipulations – I use this for reporting until I get a regular schedule with uploading tagged transactions

Clicking on a column header orders rows based on that column's entries – defaults to Value Date

It is possible to tag here, but it won't sync with NextGen Cloud for reporting – challenge is picking only valid task codes for your account – you can find the ones for you on your budget template (Valid ones will all start with "G-", then task code)

Split is useful for bulk payments that need to be tracked against multiple tasks – concur import should eliminate need for most of these

The screenshot shows the Coupa Cash Flows interface. At the top, there are navigation breadcrumbs: CT > Treasury > Cash Management > Cash Flows. Below this are several filter dropdowns: Ccy (set to 'all'), Cash Pool (set to 'all'), Payment Source (set to 'all'), Source Details (set to 'all'), Account Type (set to 'all'), Account (set to 'all'), and Account View (set to 'my accounts'). A search icon is also present. Below the filters is a table with columns: Account, Value Date, Amount, Ccy, Category, Expense/Revenue Type, Task, Transaction Code, and Payment Reference. The table contains several rows of transaction data. A 'Split' icon is visible in the first column of the table. The interface also includes a 'Dataset Display Limit' dropdown set to 'all'.

	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-3.40.000 000 IEEE 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-4.50.100 100 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-4.50.100 100 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-4.50.110 110 Equipment		OTHER REFERENCE: IA000017230943ACH
5	300000-Region 3	1/5/2022	-2,991.04	USD	Miscellaneous ACH Debit	E-Conference Expense	G-4.50.120 120 Conference Committee Travel		OTHER REFERENCE: IA000017230943ACH
6	300000-Region 3	1/10/2022	-35.25	USD	CB Card Transaction	E-Postage & Mailing	G-5.60.000 000 Other Management & General Expense	CBCARD	3338-M887338577-08-JAN-22-35.25-USPS
						R-Interest Income	G-3.40.000 000 IEEE CB Account Interest		Interest Calculation: 1/1/2022 - 1/31/2022 @
						E-Miscellaneous	G-4.50.020 020 Conferences	USVOLUNTEE	LORD CHARLES Expense Report masks 202
						R-Interest Income	G-3.40.000 000 IEEE CB Account Interest		Interest Calculation: 2/1/2022 - 2/28/2022 @

NextGen – Transactions

Making updates

CT > Treasury > Cash Management > Cash Flows

Filters

HOB: 300000-Region 3

from: 1/1/2022 to: 3/27/2022

More Filters

You click the number in the first column to view/edit entry details

	Account	Value Date	Amount	Ccy.	Category	Expense/Revenue
1	300000-Region 3	1/1/2022	118.87	USD	Interest Paid	R-Interest Income
2	300000-Region 3	1/5/2022	-35.00	USD	CB Card Transaction	E-Payment Process
3	300000-Region 3	1/5/2022	-44.95	USD	CB Card Transaction	E-Payment Process
4	300000-Region 3	1/5/2022	-1,085.98	USD	Miscellaneous ACH Debit	E-Conference Expe
5	300000-Region 3	1/5/2022	-2,991.04	USD	Miscellaneous ACH Debit	E-Conference Expe
6	300000-Region 3	1/10/2022	-35.25	USD	CB Card Transaction	E-Postage & Mailin
7	300000-Region 3	2/1/2022	115.58	USD	Interest Paid	R-Interest Income
8	300000-Region 3	2/12/2022	-1,200.73	USD	Concur Activity	E-Miscellaneous
9	300000-Region 3	3/1/2022	103.75	USD	Interest Paid	R-Interest Income

Cash Flows

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

Category: Interest Paid ()

Additional Information

Expense/Revenue Type: R-Interest Income

Task: G-3.40.000()000 IIEEE CB Account Interest

G/L Account:

Transaction Code:

Counterparty: < none >

Payment Source: Transactions

Cash Flow Rule:

Processed By: 09680571

Date Changed: 1/21/2022 2:40:23 PM

Entered by: 5637

Date Entered: 1/14/2022 2:03:20 PM

Clicking "save" is VERY important

NextGen – Sort & Subtotal

Helpful summary

Sort and Subtotal – super helpful for manual reporting against budget if tagging not complete and uploaded

Select Task and Ccy (Currency), both ascending and both subtotal – then “Save and Close”

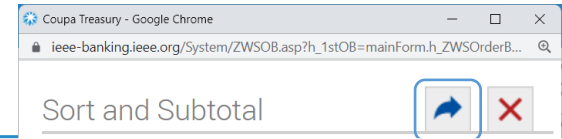
Place these values in the Actual column for each task code in your budget for manual BvsA

Set all back to <none> and Save to return to normal transaction view

Account	Value Date	Amount	Ccy	Category	Expense/Revenue Type	Task	Transaction Code	Payment Reference	Customer Reference	Booking Key	exported
(3)		338.20	USD			G-3.40.000 000 IEEE CB Account Interest					
(1)		0.01	USD			G-3.95.000 000 Bank Account Transfers (incoming)					
(1)		-1,200.73	USD			G-4.50.020 020 Conferences					
(2)		-79.95	USD			G-4.50.100 100 SoutheastCon Recurring					
(1)		-1,085.98	USD			G-4.50.110 110 Equipment					
(23)		-4,084.82	USD			G-4.50.120 120 Conference Committee Travel					
(1)		-459.44	USD			G-5.20.040 040 All Other Travel					
(1)		-35.25	USD			G-5.60.000 000 Other Management & General Expense					

NextGen – Sort & Subtotal

Helpful summary



coupa

CT > Treasury > Cash Management > Cash Flows

Select Task and Ccy (Currency), both a and both subtotal – then “Save and C

Filters

Sort and Subtotal – super helpful for manual reporting against budget if tagging not complete and uploaded

Account Type < all >

Cash Pool < all >

Payment Source < all >

Source Details < all >

Account < all >

Account View < m >

Account	Value Date	Amount	Ccy	Category	Expense/Revenue Type	Task
(3)		338.20	USD			
(1)		0.01	USD			
(1)		-1,200.73	USD			
(2)		-79.95	USD			
(1)		-1,085.98	USD			
(23)		-4,084.82	USD			
(1)		-459.44	USD			
(1)		-35.25	USD			

Place these each task c

IEEE

Southeastern USA - Region 3

Budget vs. Actual

Year to Date (Mar-22)

Date From 01-01-2022 To 03-31-2022

Financial Row	Amount	Budget Amount	Amount Over/(Under) Budget
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 Recpt			
3.10 - 10 Rebate from IEEE			
3.10.000 - 000 Rebate from IEEE	\$0.00	\$83,000.00	(\$83,000.00)
Total - 3.10 - 10 Rebate from IEEE	\$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 IEEE CB Account Interest			
3.40.000 - 000 IEEE CB Account Interest	\$338.20	\$750.00	(\$411.80)
Total - 3.40 - 40 IEEE 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 Repayme	\$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 Recpt	\$338.21	\$115,250.00	(\$114,911.79)
Total Income	\$338.21	\$130,250.00	(\$129,911.79)

NextGen – Expense Approvals

Getting to approval requests

The screenshot shows the IEEE NextGen user interface for Joseph Pennisi. The main navigation bar includes 'Financial', 'Expenses', 'Reports', and 'Training'. The user's profile is visible on the left. The central area is titled 'MY NEXTGEN EXPERIENCE' and 'Welcome to NextGen Joseph!'. Below this, 'My Top Activities' are listed, including 'Approve Expense Reports', which is highlighted with a blue box and an arrow pointing to a larger 'Approve Expense Reports' button with a thumbs-up icon.

Email alert with direct link.

The email alert is titled 'Expense Report Pending Your Approval' and is from 'AutoNotification@concur.com'. It contains the following information:

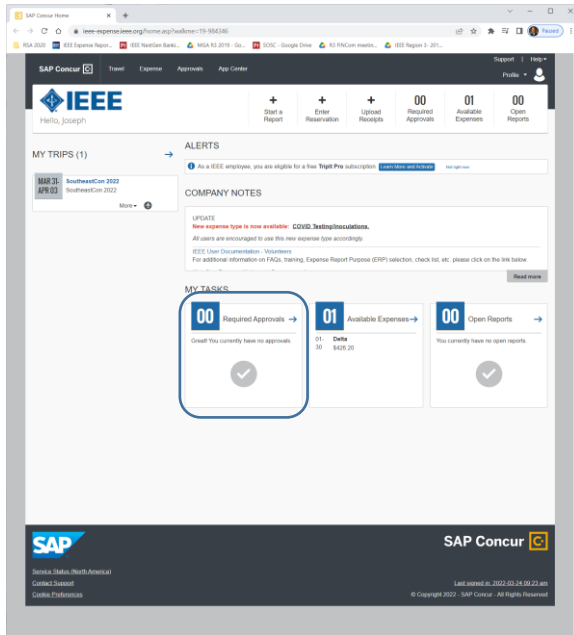
Report From	
Report Name	September 2021 Atlanta Meeting
Report Purpose	
Requested Amount	459.44 USD

At the bottom, there is a link 'To Access Concur now [click here](#)' and a 'View Report' button.

This email was sent by: SAP Concur - 601 108th Ave NE, Bellevue, WA 98004, USA

Operations – Expense Approvals - Concur

Concur approval tips



- No example to show (don't have one pending)
- Things to keep in mind
 - Make sure all Level 4 entries are the correct task code
 - Each entry transfers directly into NextGen Banking
 - Look at EVERY receipt attached to each line item
 - Hotel room rate & tax MUST be itemized separately
 - Make sure expenses are in line with IEEE policy
 - Online: <https://www.ieee.org/content/dam/ieee-org/ieee/web/org/travel-expense-reimbursement-guidelines.pdf>
- Make sure you have a Concur account
 - Needed to approve expenses
 - Expense reports require 2 approvals – Treasurer & Chair

Closing thoughts

Region 3 Meeting

- Provide a budget template for upload – will simplify reporting greatly
- Plan to perform tag transaction file from Finance team to upload
 - Needed for reports to be accurate/useful
- Check transactions frequently – at least monthly for low volume account
 - Account interest should show at minimum
- “NextGen Banking for Dummies” is unofficial, but helpful
 - Has more specific detail on other NextGen banking tasks, will make available
- When unsure, ask questions
 - Feel free to reach out to me joe.pennisi@ieee.org, or Finance-solutions@ieee.org

Thank you!

Joe Pennisi, joe.pennisi@ieee.org