



STRATUS

Change Agent Network Meeting Business Process Advisory

March 2022

Agenda

- Roadshow Series #1 Debrief
- STRATUS Naming

Roadshow Sessions

- Department Roadshows February 2 - 18
- Six Departments (9 sessions)
 - Athletics
 - Auxiliary Services and OTS
 - Bookstore
 - Business Process Advisory
 - Facilities
 - Study Abroad and Admissions
 - Provost Office, Deans, Chair...plus Change Agent Network (4 sessions)
- Over 100 TU faculty and staff invited
 - More than 150 attendees total
- Roadshow Demos

[Entering a Requisition](#)
[Approving a Requisition](#)
[Receiving, Coding and Approving](#)
[Creating a Travel Authorization](#)
[Creating Expense Items](#)

Purpose of the Roadshow is to share STRATUS with high volume end-users to:

- Increase STRATUS awareness, demonstrate system functionality and accompanying workflows
- Gather feedback to inform communications and training

Roadshow Feedback

- Majority of session participants exhibited high engagement and asked questions
- Overall feedback is positive regarding STRATUS navigation and ease of use
- Departments are beginning to see the impacts of STRATUS workflows and potential impacts to department processes
- Confirmed need for reference documents and various job aids (STRATUS and department specific)
- Anxieties regarding travel authorizations, loss of travel coordinator role, approvals vs. budget controls, and role of supervisors/faculty

Participants want more information about

- Who can do what in the system (i.e., entering transactions on behalf of others, coding corrections)
- Reporting and impacts to current reports
- Cost Center Manager and Financial Steward (roles and who will serve in these roles)
- “Delegate” and “Reassign” features

Specific Departmental Feedback*

- Athletics
 - Concerns regarding coach's resistance to completing administrative tasks specifically regarding travel
 - Travel – Need to complete a line item for each aspect of travel (i.e., hotel). Why can't this be combined under “number of days” field.
- Facilities
 - Desire for more information about receiving to model replacement for Code Blocking
- Bookstore
 - Desire to see remaining balance when approving an invoice

*Note: If a department is not listed, feedback aligned to “Roadshow Feedback” slide

STRATUS Naming

Current Name	Potential STRATUS Name	Comments
Tiger Travel	STRATUS Travel*	or STRATUS Expenses?
Accounts Payable	STRATUS Invoicing or STRATUS Payables	
Miscellaneous Expense Vouchers (MEV)		
PCard	STRATUS Pcard*	or STRATUS Expenses?
	STRATUS Purchasing	This would include entering requisitions, receiving and approvals
Spreadsheet Journals	STRATUS Journals	
	STRATUS Budget	Manage and monitoring budgets
n/a	STRATUS General Navigation	How to navigate and perform common tasks in STRATUS
PS Chart of Accounts	STRATUS Chart of Accounts	

*In STRATUS, travel, reimbursements and essentially the same module (Expenses), accessed from the same location and using the same process. The difference across the three areas is which template is used for the expense report.

Next steps

- Create an approach for departments to identify and analyze STRATUS impacts to business processes
- Identify key highlights to call out in upcoming STRATUS communications
- Incorporate feedback into training materials
- Email Susan with any additional thoughts on STRATUS naming