Impact23 User Group Meeting

February 23, 2023

Agenda

Topic	Presenter
Welcome and Housekeeping	Asirra Suguitan
Project Timeline	Josh Hoerger
Cutover Activities & Fiscal Close	Bobbi McCracken
UCPath Setup & Cleanup Cutover Activity	Alfred Karam
Communication & Training	Asirra Suguitan
Impact23 System Demos	Multi-Presenter
Question & Answer	Josh Hoerger

Modernizing UC Riverside's Financial Systems

[Implementation Timeline | Impact23 (ucr.edu)]

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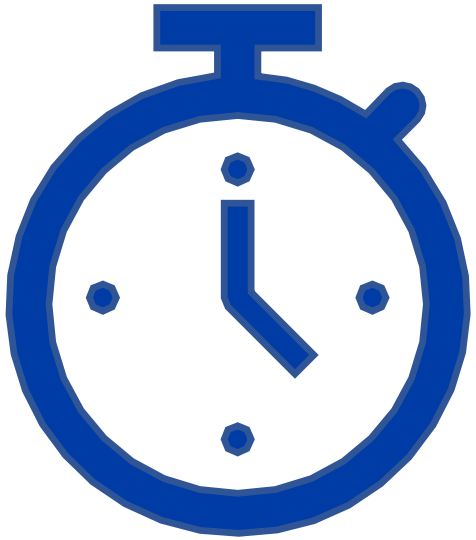
COUNTDOWN TO JULY 1, 2023



CALENDAR DAYS

127

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Cutover Activities & Fiscal Close

Bobbi McCracken
AVC-BFS & Controller and
Steering Committee Co-Chair; COA Workgroup Co-Lead

Preparing for Cutover

As UCR prepares to implement Oracle Financials, Oracle Budget, and Kuali, a large amount of data must be converted and validated:

- Purchase Orders, Supplier Agreements, and Suppliers
- Contracts & Grants and Capital Project award, PI, sponsor, cost, budgets, receipts
- Perm and Temp Budgets
- Proposal and Award data
- Fixed Assets
- General Ledger/Actual Balances

Certain data is required to accomplish the FAU to COA conversion in major systems like UCPath and Banner to minimize down time.

These conversion activities must be coordinated with fiscal closing deadlines and may result in certain deadlines to be earlier than normal and other deadlines to be extended. However, please be aware certain systems will be unavailable for a period of time during cut-over. Guidance on actions to take to minimize business disruptions during the cutover period will be provided.

As the schedule is finalized, important department cutover and fiscal close activities will be posted at Cutover & FYE Close. Take note of deadline dates, after which you cannot add new transactions to existing legacy systems.

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What actions can be taken now to prepare for cutover?

eBuy: New orders and change orders will be restricted in mid-June until Oracle Financials is available to the campus in early July

- Utilize PCard for all purchases under $500 and when possible, for transactions up to $10K
- Request PCards now to address procurement needs during the down time
- Ensure current orders are promptly marked as received so related payments can be processed before data conversion commences
- Resolve outstanding PO and invoicing issues (e.g. PO Correction requests, SAA Escalation, etc.)
- Plan ahead and provide sufficient lead time for non-agreement requisitions

UCPath: After new COA implemented, there is no ability to perform salary cost transfers earnings associated with old FAU in UCPath. Manual Cost Transfer will be restricted to truly exceptional and unavoidable circumstances.

- Clear Fund 69993 (UCPath Suspense) now by submitting SCT request.
- Monitor position funding and correct FAU to avoid trigger to suspense fund. This is an on-going action that should taken monthly to ensure payroll is charged to an appropriate fund source
- Submit request for all other SCTs as soon as possible
  - By 3/25: all transaction through 2/28
  - By 4/25: all transactions through 3/31
  - By 5/20: all transactions through 4/30
  - By 6/15: all transaction through 5/31
  - By (TBD): all transactions through 6/30
- Request pre-awards on Contracts and Grants to avoid need for SCTs
- Submit relocation requests now

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What actions can be taken now to prepare for cutover?

Contract and Grant Related (eCAF, eAward, Payroll Certification)

- Request PreAwards to avoid cost transfers
- Anticipate the need for No Cost Extensions
- Gather Cost Sharing Data
    - Needed to define new cost sharing project budgets
    - Needed for Payroll Certifications
        - All Payroll Certifications involving salary under the old FAU will be certified as of 6/30 (see proposed cycle)
- Clear outstanding deficits, surpluses, and budgetary out of balance on expired awards using the appropriate application
- Ensure FAU associated with reoccurring charges are update
- Update position funding on expired/expiring awards
- Request replacement PI's for individuals that are no longer with UCR

What actions can be taken now to prepare for cutover?

COA Activities

- Define Flex 1 values—Now
- Begin converting FAU chart strings to COA chart strings; review new COA values
- Review and Update Banner Detail Codes with program, Flex 1 and Flex 2-in May
- Create budgets in Oracle Budgets with Flex 1 and Flex 2 values-in early July
- Faculty non-C&G fund sources must be budgeted by Flex2 to facilitate reporting
- Review and Update UCPath position funding with Flex 1 and Flex 2 values-in early July

Departmental Processes

- Consider how internal department processes will change with workflow approvals
    - COA review
    - Ledger review
    - Deficit analysis (new environment advisory controls)
- Discuss questions about how changes will impact your job duties

Fiscal Closing Activities

- Submit eligible transactions now, do not wait until June
- Plan closing tasks around upcoming training activities

Payroll Certifications

Cutover Proposal

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Payroll Certifications

Cutover Proposal – Background

UCR's process for certifying salaries charged to federal funds is the annual Payroll Certifications (PRC). The PRC supports the federal compliance requirement to acknowledge salaries charged are reasonable based on the work performed.

The current Payroll Certification process is organized around UCR's "fund" to report on contract and grant payroll expenditures. With the implementation of Oracle Project Portfolio Management (PPM), the new Payroll Certification process will organize payroll expenditures by Award and the related Projects.

The two structures are not easily merged and there is not a one-to-one relationship between the two structures. Additionally, the underlying structure of the payroll details is changing with the implementation of the new Chart of Accounts. In order to keep the process as simple as possible for everyone involved, the following approach will be implemented as recommended by the PPM workgroup and approved by the Impact23 Steering Committee.

Payroll Certifications

Cutover Proposal

Complete all Payroll Certifications through June 2023 under the current “fund” based system.

- All active federal contracts and grants will be certified based on pay processed through 6/30/2023 under the old Full Accounting Unit (FAU); approximately 972 certifications
- Payroll certification periods will be partial budget years
- Release of the certifications will be staggered between July and August
- PI’s will have 30 days to complete the certification after the release date.

When the new Payroll Certification system is deployed in September using “award” and “project” data, there will be transition year to align to the normal budget year cycle.

- All active federal contracts and grants will be certified based on pay processed after 7/1/2023 under the new Chart of Accounts (COA)
- Payroll certification periods will be partial budget years through May 2024
- The normal budget year definitions will resume with the budget year ending June 2024
- July 2023 certification will be issued in early September; all others will be issued according to the standard schedule

Payroll Certifications

Cutover Proposal – Proposed Transition Schedule

DRAFT Payroll Certification Transition Schedule

OLD FAU by Fund		
Issued	**Count***	**PRC Pay Periods Covered**
July-week 3	185	normal schedule July 22-June23
July-week 4	126	Aug22-Jun 23
Aug-week1	218	Sept22-Jun23
Aug-week2	136	Oct22-Jun23
Aug-week2	32	Nov22-Jun23
Aug-week3	31	Dec22-Jun23
Aug-week3	56	Jan23-Jun23
Aug-week3	36	Feb23-Jun23
Aug-week4	48	Mar23-Jun23
Aug-week4	42	Apr23-Jun23
Aug-week4	38	May23-Jun23
Aug-week4	24	Jun-23
Total	972	

New COA by Award		
Issued	**Count***	**PRC Pay Periods Covered**
First COA-PRC issued in Sept; one year transition		
Sept -week1	126	Jul-23
Sept -week 3	218	Jul23-Aug23
Oct-week3	136	Jul23-Sep23
Nov-week3	32	Jul23-Oct23
Dec-week3	31	Jul23-Nov23
Jan-week3	56	Jul23-Dec23
Feb-week3	36	Jul23-Jan24
Mar-week3	48	Jul23-Feb24
Apr-week3	42	Jul23-Mar24
May-week3	38	Jul23-Apr24
Jun-week3	24	Jul23-May24
Total	787	

Normal schedule resumes July23-June24

* as of 2/14/2023

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Position Funding

UCPath Setup & Cleanup Cutover Activity

Alfred Karam
UCPath COA Cutover Workgroup Lead

Funding Setup in UCPath Overview

- **Position Level Funding**
  - Required for every active position
  - Setup is by earn code
  - Must have a catch all entry
  - Can have additional earn code funding
    - Required if funding is different from the catch all
    - Difference must be more than Account
  - Each entry can be distributed among multiple funding
  - Each earn code must have 100% distribution

Funding Setup in UCPath Overview

- **Department Level Funding**
  - Required for every department that has positions
  - Also referred to as Department Default Funding
  - Triggered when position funding is not setup and applied during UCPath GL process
  - Default Funding is setup using default account (503910), department main Activity, dedicated suspense Fund (69993), and Function

Position Funding Cleanup

What?

- Any funding that includes Fund 69993 or Account 503910
- Any position that does not have funding established

Why?

- **Start now** to prevent and reduce future salary cost transfers
  - *Additional cleanup activity is needed to remove all charges on Fund 69993*
- Conversion of existing funding will take place in **June 2023**
- Cannot convert lack of funding setup
- Will not convert current funding setup with 69993
- Impacts all active positions regardless of payroll status
- Readiness for cutover to the new UCR Chart of Accounts in July 2023

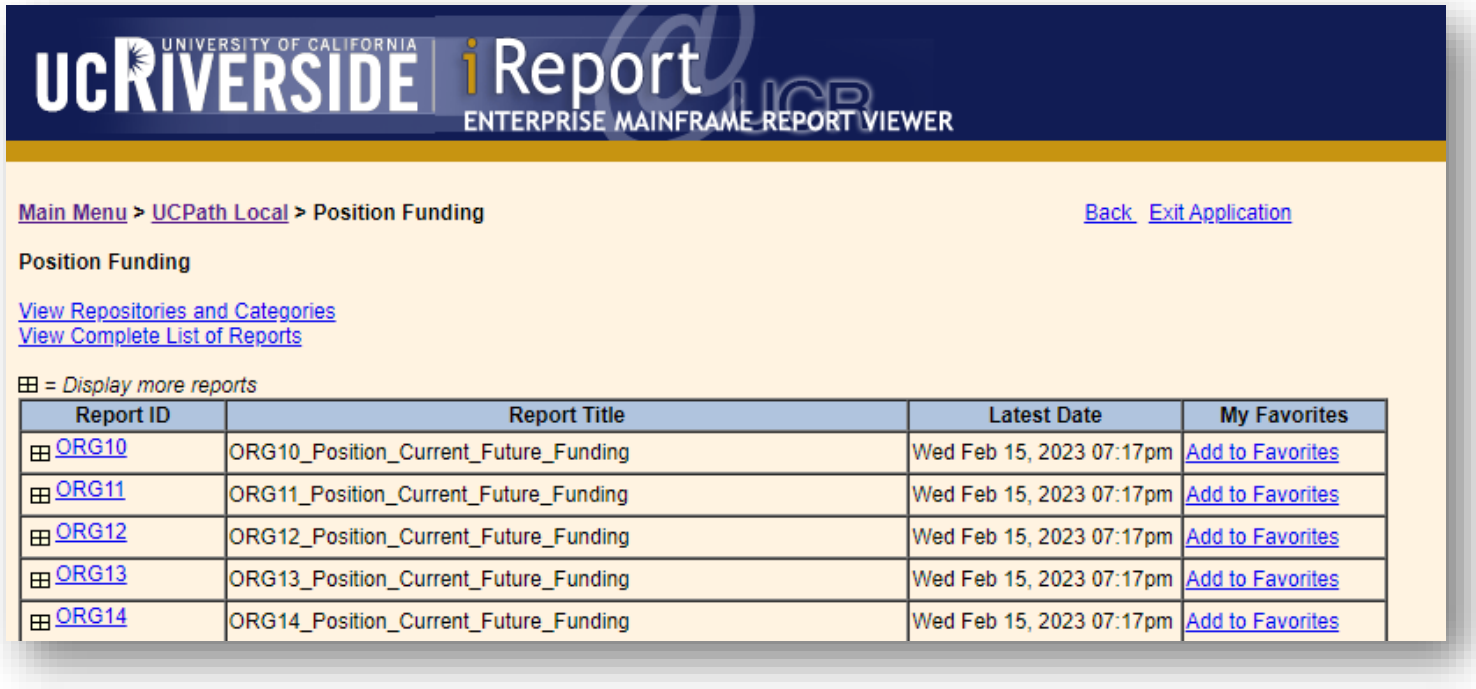
Reviewing Current Funding

UCPath Setup & Cleanup

Cutover Activity

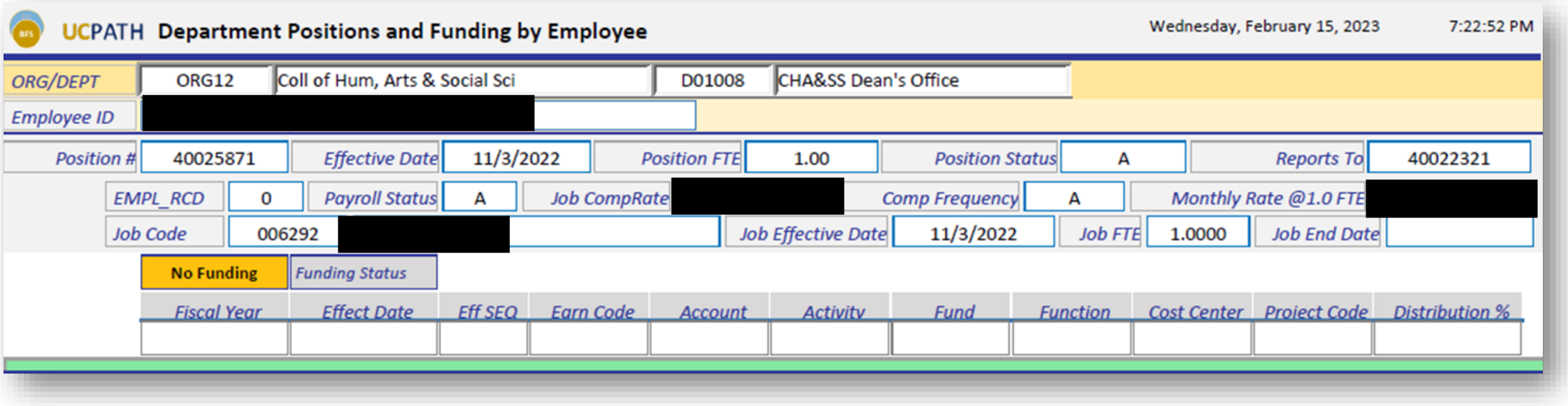
Current and Future Funding Reports

- **In iReports**
  - UCPath Local Reports (*SuperDOPE and HRDW users*)
    - Position Funding
    - Reports organized by ORG
    - Reports normally generated every Monday



Lack of Position Funding

This scenario will cause payroll expenses to be charged to the department default FAU



UCPATH Department Positions and Funding by Employee

Wednesday, February 15, 2023 7:22:52 PM

ORG/DEPT	ORG12	Coll of Hum, Arts & Social Sci	D01008	CHA&SS Dean's Office
Employee ID	[redacted]			

Position #	40025871	Effective Date	11/3/2022	Position FTE	1.00	Position Status	A	Reports To	40022321
EMPL_RCD	0	Payroll Status	A	Job CompRate	[redacted]	Comp Frequency	A	Monthly Rate @1.0 FTE	[redacted]
Job Code	006292	[redacted]		Job Effective Date	11/3/2022	Job FTE	1.0000	Job End Date	

No Funding | Funding Status

Fiscal Year	Effect Date	Eff SEQ	Earn Code	Account	Activity	Fund	Function	Cost Center	Project Code	Distribution %

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Position Funding of Default Fund

This scenario is charging payroll expenses to the department default FAU or just the suspense Fund and Default Account

UCPATH **Department Positions and Funding by Employee** Wednesday, February 15, 2023 7:26:16 PM

ORG/DEPT	ORG14	College of Nat & Agr Sciences		D01047	Botany and Plant Sciences						
Position #	40866674	Effective Date	11/1/2022	Position FTE	0.98	Position Status	A	Reports To	40006524		
EMPL_RCD	1	Payroll Status	A	Job CompRate	[redacted]	Comp Frequency	A	Monthly Rate @1.0 FTE	[redacted]		
Job Code	003254	[redacted]		Job Effective Date	11/1/2022	Job FTE	0.9804	Job End Date	12/31/2023		

Current | Funding Status

Fiscal Year	Effect Date	Eff SEQ	Earn Code	Account	Activity	Fund	Function	Cost Center	Project Code	Distribution %
2023	7/1/2022	0		503910	A01082	69993	44			100.000

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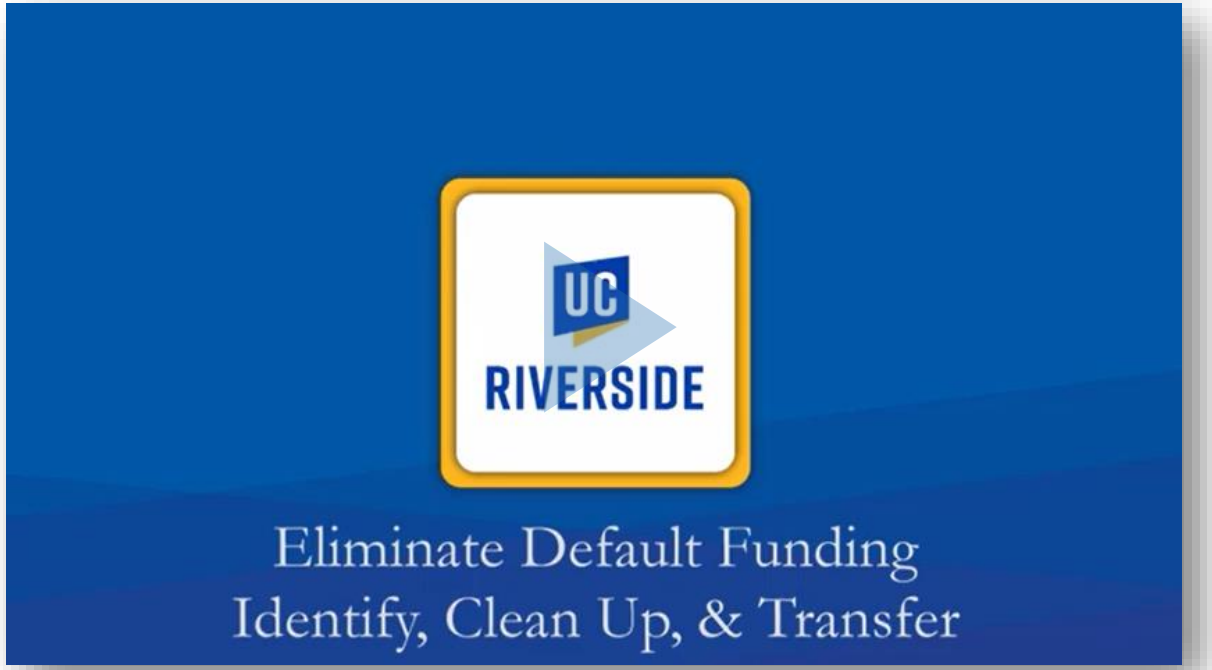
Questions?

- Watch this quick how-to video: https://youtu.be/fVlWCIQqEbY
- Send additional inquiries to ucrfsfeedback@ucr.edu



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Communication & Training

Asirra Suguitan
Impact23 Functional Lead

Engagement Opportunities

- Participate in Town Halls, upcoming events, virtual summit, and surveys.
- Consider department processes that will be impacted by changes associated with Impact23 and begin to operationalize those changes.
- Consider reinforcing campus announcements and information regarding Impact23 with your schools/colleges.
- Help support change management efforts across campus and in particular within your schools/colleges.

Change Readiness Survey #3

Winter 2023 Assessment

- New responses will be entered into a **$25 raffle**; Survey closes Friday, 2/24 (68 responses to date)
- Helps us understand and support people's readiness.
- Trends over time let us know if our approach is working, and where we need to adjust
- Link to Survey: https://ucriverside.az1.qualtrics.com/jfe/form/SV_9HVkfEQhEcCZsSW

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For each statement give your response on a scale where 4 = Strongly Agree and 1 = Strongly Disagree. Each statement needs to be completed for the survey to be submitted.

	4- Strongly Agree	3- Agree	2- Disagree	1- Strongly Disagree
I am aware that Impact23 is a local change and UCR is responsible for the design of the solution	○	○	○	○
I feel informed about the business changes that are about to take place on our campus	○	○	○	○
I am prepared to embrace any new changes at UCR and look forward to adopting something new	○	○	○	○

Impact23 Key Resources

- Impact23 Program Scope: A wide range of financial applications are changing, this page outlines the impacted financial systems
- Impact23 Program Team: Meet the individuals (in your area) participating in the program
- Impact23 Insider Newsletter available online
- Impact23 Event Calendar for events, due dates, and learning opportunities
- Cutover & Fiscal Close for department cutover/fiscal close activities and due dates

The Full Accounting Unit (FAU) will be replaced by a new Chart of Accounts (COA). This is a critical change for the campus. Below are resources to help you understand the new Chart of Accounts.

- Chart of Accounts & POETAF Overview
- Chart of Accounts One Pager
- POETAF One Pager
- Town Hall - Event Recording
- Round Table Discussion - Event Recording
- Golden Tree Viewer (search and navigate the new chart field trees)

Impact23
System Demos

Demo Line-Up

System	Demo	Presenter
Oracle Financials	• Oracle Homepage Navigation	Andrea Campos
Oracle Financials – Fixed Assets	• Equipment Asset Inquiry	Margaret Tjia & Jerry Monahan
Oracle Financials – Procurement	• Homepage walkthrough • Create Punchout Requisition • Create Non-Catalog Order • Searching for Suppliers • Searching for Converted POs	Jessica Gonzalez & Olivia Lara
Office Depot Business Portal for PCard Holders	• How to PCard holders can navigate, buy and pay in the new Office Depot Business portal	David Ramos & Jennifer Sabado (ODP Rep)
Concur Travel and Expense	• PCard Requests in Concur (Enhancement)	Laura Virgil

Note: *Systems are currently in testing; production environments and user views may change as processes and roles are refined for go-live.*

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Procurement Preparation Tips

Take action on the procurement guidance below

Significant efforts will be made to limit the impact of the cutover process on procurement operations. Procurement Cards (PCards) will remain active throughout the cutover.

1 PCard Utilization

- ❑ Empower departments by increasing PCard transaction limits to $10K for all cardholders effective 2/1.
- ❑ Identify PCard program personnel. A minimum of two cardholders are recommended in each unit to assist with purchasing goods and services
- ❑ Utilize PCard on all department unrestricted purchases under $500
- ❑ Utilize PCard on other unrestricted purchases between $500-$5,000 whenever possible

2 Purchase Order Standards

- ❑ Utilize UC Supplier Agreements when possible. Pre-negotiated agreements will expedite orders.
- ❑ Limit DAPO and purchase order change order requests between now and July 1, unless requested by Accounts Payable. Older orders with multiple change orders present conversion challenges
- ❑ Do not add negative lines to any DAPO or PO for any reason
- ❑ Do not process FAU change orders (this will interfere with automatic conversion); use the applicable cost transfer application as needed

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Oracle Fixed Assets

- The Asset Management System (AMS) is not going away.
- Department Custodians will continue to be able to use and update the following fields in AMS: Location, Serial Number, Assigned To, Condition Code, Usage, Comments, Attachments, and Alternate ID.
- Department Custodians will continue to use AMS for the Disposition and Transfer of their department's equipment.
- Department Custodians will continue to use AMS for the Annual Inventory Verification
- Department Custodians will be granted Inquiry Only access to the Oracle Fixed Asset module. This will allow you to search for your department's equipment assets and drill down on source lines (the invoices related to the purchase).

Question
& Answer