

What's Next: Cutover

March 22, 2023

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BEFORE WE GET STARTED

- This session will be recorded.
- The chat has been disabled, please use the Q&A function to submit questions.
- At the end of the session, time permitting, we will have a Q&A session.
- As a reminder, this preview session is not training. You will be introduced to new terms and concepts and see system sneak peeks!

PREPARING FOR CUTOVER



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 Projects:
Award, PI, Sponsor,
Cost, Budgets,
Receipts

Perm and
Temp Budgets

Proposal and
Award Data

General
Ledger/Actual
Balances

Fixed
Assets



Preparing for Cutover

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.

CONVERSION



Contracts & Grants

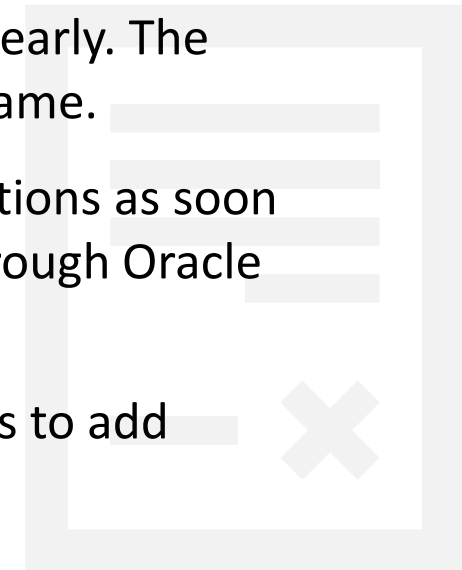
Contracts and Grants will be converted to Oracle Project Portfolio Management (PPM) as of the May ledgers

- It is important to complete clean-up activities as soon as possible (i.e., expired awards with deficits, surpluses on expired awards) and coordinate replacement PIs with RED for faculty that are no longer with the university.
- June costs related to contracts and grants will be converted after the June ledgers close, so PPM cost data will be incomplete until this occurs.
- BEAs on contracts and grants should not be processed after the May ledger. Budget adjustments should be held until PPM is available in early July. Any BEAs processed on the June ledgers for contracts and grants will need to be re-entered in Oracle.
- A supplemental file for “new” awards processed in June will be converted to PPM in mid June. Please process PAMIS BEAs as soon as possible. Future dated (FY24) PAMIS-BEAs will be processed prior to cutover.
- Modifications to existing awards and cost sharing remaining balances will need to manually entered in Oracle by EMF and budgeted by department users as appropriate.
- There will be a black-out period for new awards and modifications in mid June; units should anticipate the need for pre-awards and no-cost extensions and submit requests as soon as possible
- The conversion timeline will ensure that UCPath FAU to the new Chart of Accounts (COA) can occur prior to the first FY24 payroll; note units will have a short window to add Flex1 and Flex2 to position funding.



Purchase Orders

- Purchase Orders balances will be converted around the third week in June after final FY23 payments are processed.
- Department cutoff for PO related invoices will be in early June and all departmental approvals must be completed by the final date that is published/communicated.
- DAPOs and Purchase Requisitions will have a blackout period, however, the PCard will be available for use.
 - Ensure your units have identified PCard Holders and/or submit card requests early. The PCard will help ensure unit procurement needs can be met during this timeframe.
 - Units should anticipate their procurement needs and submit purchase requisitions as soon as possible. Unprocessed requisitions will be returned to units to resubmit through Oracle Procurement.
- Change orders will need to be processed on converted DAPOs and Purchase Orders to add specific Flex1 and Flex2 values as appropriate.





FP&A Key Dates

March 30, 2023	Due date for Golden Tree Modifications (Activity hierarchy) affecting structures in UCRFS (Peoplesoft). Submit requests to Susana Salazar.
March 30, 2023	Due date for Sales & Service requests (new funds) if you need the fund in UCRFS (Peoplesoft). Submit requests to Jesse Ha.
April 28, 2023	Due date for Sales & Service requests (rate changes on existing funds) for activities that need to occur in UCRFS prior to 6/30. Submit requests to Jesse Ha.
Any Golden Tree Modifications or Sales & Service requests received after these deadlines will be held until we convert to the new COA on 7/1/23.	
May 30, 2023	Last day Orgs can do Perm BEAs. ITS will disable Perm BEAs in UCRFS on May 31, 2023, so ensure that your Perm Budget is finalized and ready for 7/1/23. The 5/31 Perm Budget is being converted and loaded as the 7/1 Perm Budget.
June 20, 2023	Last day for Orgs to make changes in the Staffing application. ITS will disable the Staffing application on June 21, 2023, so ensure that your staffing information is finalized and ready for the final staffing submission.



TAKE ACTION



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We Need Your Help!

- A detailed communication on conversion and fiscal closing activities is being finalized and will be published in the coming weeks.
- Many systems will be unavailable while transitioning to the new COA. The project team is attempting to minimize system downtimes when possible. However, some systems require longer lead times for configuration, some downtimes are driven by timelines associated with conversion, and some systems will go live several weeks after go-live (e.g., cost transfer).
- Training for campus users will begin in April and continue for several months
- The conversion of FAU to COA will require departments to update Flex1 and Flex2 values in various systems (e.g., Banner, Budget, UCPath, Purchase Orders)



COA Activities

- Define Flex1 values—Now
- Begin converting FAU chartstrings to COA chartstrings; review new COA values
- Review and Update Banner Detail Codes with program, Flex1 and Flex2 – in May
- Create budgets in Oracle Budgets with Flex1 and Flex2 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 Flex1 and Flex2 values – in early July



eBuy

New orders and change orders will be restricted in early 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 COA is implemented, there will be **no ability to perform salary cost transfers for earnings associated with old FAUs in UCPath**. Manual Cost Transfers will be restricted to truly exceptional and unavoidable circumstances.

- Clear Fund 69993 (UCPath Suspense) now by submitting SCT request.
- Monitor position funding and correct FAUs to avoid trigger to suspense fund. This is an on-going action that should be 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 a need for SCTs
- Submit relocation requests now



Contracts and Grants 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)
- Clear outstanding deficits, surpluses, and budgetary out of balance on expired awards using the appropriate application
- Ensure FAUs associated with reoccurring charges are updated
- Update position funding on expired/expiring awards
- Request replacement PI's for individuals that are no longer with UCR



31:15 – UCPATH Setup and Cleanup
(Position Funding and Cleanup of Fund 69993)



Departmental Processes

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
 - New EACS deployment

Fiscal Closing Activities

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

Is your Department Preparing
for Cutover & Close?

THANK YOU!

IMPACT23: Modernizing UC Riverside's Financial Systems

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