Impact23 User Group Meeting

April 6, 2023

Agenda

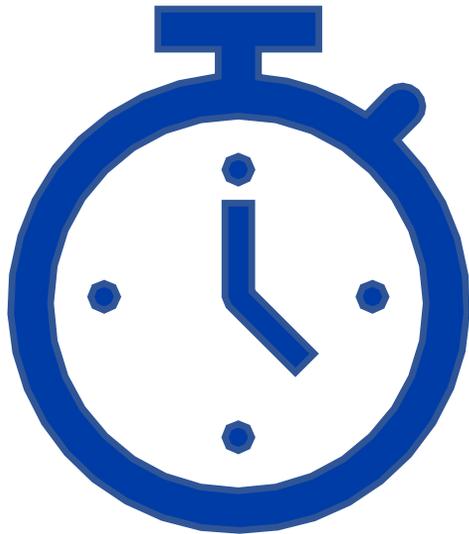| Topic	Presenter
Welcome and Housekeeping	Asirra Suguitan
Concur Travel and Expense	Aver Smith & Sandra Danford
Cutover Deadlines & Blackout Periods	Bobbi McCracken
Fiscal Close	Bobbi McCracken
Communication and Training	Laura Virgil
Q&A	Laura Virgil

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Modernizing UC Riverside's Financial Systems

We Are Here!

LAUNCH

	2022			2023													2024						
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul

Program Timeline	**Convert, Test, & Train**	**Cutover**	**Implementation Support & Stabilization**
Campus Participation	+ Extended Testers	User Training	
System Configuration & Deployment	Oracle Budget & Oracle Financials		
	Concur Travel & Expense Phase 2		
	Kuali Sponsored Programs		
Remediate or Replace Integrated Financial Apps	Work Order Systems --> ServiceNow		
	Data Warehouse Phase 2		
	Test 2	Test 3	

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Adding/Associating Non-Employee Guest Travelers

Aver Smith
Accounts Payable Supervisor
Travel and Expense Lead

Sandra Danford
Accounts Payable Analyst
Travel and Expense SME

Existing Non-Employee/Guest Traveler

Non-Employee/Guest Travelers that are already set up in the system need to be associated with a department's accountability structure for Travel Arrangers to have access to the vendor profile. This must be done using the **dedicated link in Concur.**

Existing Non-Employee/Guest Traveler

Input the search criteria to see if the Non-Employee is already in the database. If they are, then click the **Edit** button as shown below.

Existing Non-Employee/Guest Traveler

Ensure **Accountability Structure** noted is correct and select **Request** to have the non-employee traveler associated to your accountability structure.

New Non-Employee Travelers

Prior to requesting a new vendor, you should determine if they are already in the vendor database as duplicate records create problems.

- Access the vendor request system using the dedicated link in Concur as described previously

- Prepare request by completing all areas in red. Request will be routed to the Accounting Office after you press the **Request** button

- Non-Employee vendors associated with the accountability structure will follow the default (All) routing established in EACS.

Link to QRG - https://drive.google.com/file/d/1af_TJ0F4EJhYEF3C59r3HnhNsRugCcfw/view?usp=share_link

Concur Enhancements

Aver Smith
Accounts Payable Supervisor
Travel and Expense Lead

Sandra Danford
Accounts Payable Analyst
Travel and Expense SME

Expense Report FAU Copy Down and New Card Aging Report

Expense Report FAU - Concur is configured to copy FAU data into Requests and Expense Reports from the Traveler's profile.

- **Prior Configuration**
  FAU data populated by department users does not copy from an approved Pre-trip Request to the associated Expense Report.

- **Revised Concur Configuration**
  To allow the FAU data provided in the Pre-trip Request to copy to the associated Travel Expense Report. If adjustments are needed on the expense report header, the FAU fields can be adjusted.

Card Aging Report - Available in iReport, a monthly Card Aging Report will be available in iReport under Concur Departmental Reports. The report identifies by cardholders, university card transactions (charges) considered past due that require reconciliation via a Concur Expense Report.

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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

Key data is required to accomplish the configuration of the Oracle Systems and create key COA values used in the FAU to COA conversion in major systems like UCPath and Banner

- 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.

Key Conversion Dates

Data	Description
PERM Budget and Preliminary Temp Budget	As of 5/31/2023 Ledgers
Contracts & Grants-Primary Load (PI, Sponsors/Customers, Awards, Projects, Budgets, Costs*)	As of 5/31/2023 Ledgers
Capital Projects	As of 5/31/2023 Ledgers
Contracts & Grants - New June Awards	As of 6/21/2023
Purchase Orders, Suppliers, Supplier Agreements	As of 6/23/2023
Fixed Assets	As of 6/30/2023 Final Ledgers
General Ledgers Balances	As of 6/30/2023 Final Ledgers
Contract & Grants and Capital Projects incremental costs and revenue	As of 6/30/2023 Final Ledgers
Temp Budget (non-C&G) actual carryforward adjustment	As of 6/30/2023 Final Ledgers

Note PPM costs will be incomplete upon go-live and until June final ledgers are available

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Key Cutoff Dates

System	Description	Date
PAMIS/COEUS	Last day for Departments/PIs to provide subaward verification form submissions.	5/29/2023
PAMIS/COEUS	Last day for department PreAward submissions.	6/12/2023
PAMIS/eCAF	Last day eCAF submission; This is the last date researchers can submit an eCAF for proposals* due on or before July 7, 2023 (this is the eCAF and not the actual proposal). Researchers must follow the RED proposal submission policy, which requires the final proposal to be provided to RED/SPA two full business days before the sponsor's due date. Cayuse will continue to remain available for use until July 7, and starting July 5, proposal routing and approval (eCAF) will be replaced by Kuali.

*The proposal is the final documents reviewed, endorsed by SPA, and provided to the sponsor via PDF, Cayuse, sponsors platform, etc. | 6/16/2023 |
| PAMIS/eAward | Last day for department PAMIS BEA submissions in eAward; must have the budget category breakdown completed and submitted. | 6/21/2023 |

Key Cutoff Dates

System	Description	Date
Banner	Last day for Department to request new detail codes with FAUs or change to FAUs is 6/1/2023. Departments can begin requesting new detail codes for COA on 7/5/2023.	6/1/2023
Concur	Last day to submit travel expense reimbursements and clear Corp Travel Card expenses using FAU	6/12/2023
ePay	Last day to submit ePay requests using FAU	6/16/2023
eBuy	Last day for departments to process Department Authorized Purchase Orders (DAPOs). All DAPO eBuy orders must be marked as either "Encumbered" or "Encumbered/OK to Pay" to ensure they are encumbered.	6/21/2023
eBuy	Last day for central procurement to process Purchase Orders (POs) to encumber funds in UCRFS. Purchase Order requests that are not completed by central procurement by 6/21 will be returned to the department for processing in Oracle Procurement.	6/21/2023
Procurement Card (PCard)	Last day cardholders can charge their **"old"** PCard for departmental purchases. Cardholders are required to address auto-payment directly with suppliers; US Bank will not stop auto-payments that cardholders have established with suppliers. "New" PCard will be distributed late May/early June for use beginning 6/26/2023; distributions on new card charges will occur in Concur beginning 7/5	6/23/2023

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Key Blackout Periods

System	Description	Dates
eBuy	Department blackout period. eBuy read-only.	6/22-7/4*
Concur Travel and Expense	Department blackout period	6/13-7/4
ePay	Department blackout period	6/17-7/6
UCRFS / PeopleSoft	Department blackout period for BEA (Perm Only)	5/31-6/30*
UCRFS / PeopleSoft	Department blackout period for Staffing Application by ORGs	6/21-6/30*
Golden Tree Modification System	Department blackout period for FAU changes	4/1-5/24**
Vendor Request System	Department blackout period	6/17- 7/3
Banner	Department blackout period only for new detail code requests.	6/1-7/4
Cash Collection Reporting & Reconciliation (CCRRS)	Department blackout period	6/27-7/2

*Replaced by Oracle in July 2023 **Replaced by Oracle COA Management in late May 2023

Key Fiscal Closing Dates

Completed By Date	Description of Deadline
May 1	Supply/Services Orders greater than $100,000
May 02	Funding for Academic & Staff Salary Increases
May 05	Equipment Orders
May 05	P.O. Blankets
May 12	Inter-location Transfer of Funds
May 15	Review Fabrications to close out
May 19	Supply and/or Services Orders less than $100,000
May 30	Permanent BEAs
May 31	Temp BEAs involving Contracts and Grants
June 02	Chancellor Commitment Allocation Requests
June 07	Invoices from Vendors (including subcontracts)
June 08	May Month End Ledgers available
June 12	Concur Travel Expense Reimbursement Requests and Clearing of Corporate Travel Card transactions
June 14	Last day for Departments to submit approved requests for Salary Cost Transfers to SSC to be reflected in FY2023
June 15	Equipment Inventory –Annual Verifications and Bi-annual Physical Inventory

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Key Fiscal Closing Dates

Completed By Date	Description of Deadline
June 16	ePay Requests
June 16	Paper–based Non-Payroll Expense Transfers
June 20	Balance Staffing
June 20	Encumbrance Release
June 21	PAMIS BEA
June 21	eBuy Change Orders
June 21	Encumber DAPOs and POs
June 23	FYE Cut-Off for PCard Purchases to be reflected in FY2023 (Old PCard)
June 23	Intercampus Recharges Other Than Payroll
June 27 Noon	Cash Deposits to Main Cashiers Office
June 30	Work Order Systems (consult with service providers on deadlines to request)
June 30	Sundry Debtor Bills (through Banner)
July 05 5pm	Accruals/Deferrals due by 5pm
July 10	Non-Payroll Expenditure Cost Transfer (NCT & FCT)
July 10	PCard Cost Transfers (PCT)
July 11 4pm	Temporary Budget Establishment and Adjustment (BEA)
July 12	Preliminary June 2022 Ledgers available
August 7	June 2022 Final Ledgers available

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Departmental Conversion Activities

Activity	Date
Communicate Program, Flex1 and Flex2 updates related to Banner detail codes to SBS	6/23/2023
Establish new Oracle roles in EACS	7/1/2023
Communicate Chart of Account strings to department transactors	7/1/2023
Add Program, Flex1 and Flex2 coding to budgets as necessary	7/5/2023
Add Program, Flex1 and Flex2 coding to UCPath Positions Funding	7/5/2023
Add Program, Flex1 and Flex2 coding to Converted Purchase Orders	7/5/2023

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Communication & Training

Laura Virgil
Impact23 Change and Communications Manager

Change Readiness Survey

Spring 2023 Assessment

We want to hear from you!

Take our post-Impact23 Summit survey and tell us how we are doing! Your survey response allows us to identify where additional change management efforts are needed. Click to Begin!

Upcoming Training & Support

Impact23 Program Calendar
https://impact23.ucr.edu/impact23-calendar

Insider Newsletter
https://impact23.ucr.edu/insider-newsletter

Impact23 Town Hall
Thursday, April 27 from 1:30-3:00 pm
Link to Register -
https://ucr.zoom.us/webinar/register/WN_eZMHyreeTFKqyP1RLmFODQ

Past Events
Miss an event or want to rewatch? Recorded events are available to watch on-demand: https://impact23.ucr.edu/recorded-events.

Click to view
Impact23 Summit
Recordings & Presentations

Question
& Answer