Agenda

UC Riverside has embarked on an important effort to update financial processes and systems across the campus. The program team hosts Town Halls as part of our efforts to prepare and educate the campus' faculty and staff on related changes and preparation activities.

This Town Hall is recorded and will be posted to the Impact23 website under News & Events (Recorded Events).

| TOPIC	PRESENTER
Welcome	Asirra Suguitan
Impact23 Program Timeline & Testing	Asirra Suguitan
Cutover & Close	Bobbi McCracken
Training Availability & Schedule	Helen Kotke
Stabilization Support	Josh Hoerger
Question & Answer	Josh Hoerger

Impact23 Program Timeline & Testing

Asirra Suguitan
Impact23 Program
Functional Lead

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**																		

[Implementation Timeline | Impact23 (ucr.edu)](ucr.edu)

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COUNTDOWN TO JULY 1, 2023
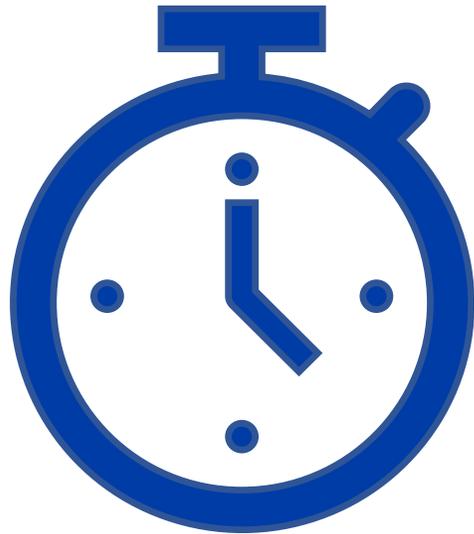
CALENDAR DAYS

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User Acceptance Testing (UAT)

UAT In Progress: The UAT phase represents the last round of testing that a program undergoes before its official launch. UAT was broadened to incorporate more campus testers, such as faculty members, who have been identified through the Extended Tester nomination process.

Extended Tester Activities:
- Participate in testing cycles
- Inform the development of communications and training
- Exposure and feedback/input into training before wider campus roll-out
- Act as a front-line resource for the unit's Impact23 users (post-go-live)

Mock UCR Data Conversion: Mock data conversion is in progress, in parallel with UAT activities.

Locate your extended tester/representative: *Program Team | Impact23 (ucr.edu)*

System Integration Testing 1 10/14/22 – 11/30/22
System Integration Testing 2 1/3/23 – 2/10/23
System Integration Testing 3 2/13/23 – 3/30/23
User Acceptance Testing 4/10/23 – 5/5/23

Extended Tester Scope

The scope of testing includes the following modules and converted data:

Functional Track	Oracle Modules
Record to Report (RTR)	▪ General Ledger ▪ Fixed Assets ▪ Cash Management
Procure to Pay (PTP)	▪ Procurement, Self-service Procurement, Purchasing ▪ Supplier Portal ▪ Payables, Tax (OneSource Integration)
Projects & Grants Management (PGM)	▪ Project Financials ▪ Contracts ▪ Grants ▪ Accounts Receivable
Enterprise Performance Management (EPM)	▪ Finance Function ▪ Workforce Function

Other Functional Workgroups	Description
Financial Reporting	▪ Implementation of reporting solutions to meet financial management, financial statement, regulatory and compliance needs.
Concur Travel & Expense (Phase II)	▪ Evaluate Concur functionality for employee non-travel reimbursements, participate in Concur PCard Cost Distribution processes, and test new COA through Concur.
Kuali Sponsored Programs (Pre-Award)	▪ Replacement for PAMIS proposal (eCAF), pre-award and award process for Contracts & Grants. (Note: Kuali Testing will begin in February 2023).
Boundary Systems	▪ Testing of existing campus systems/tools affected by the change to the COA and/or Oracle Financials. ▪ Banner, ePay, EACS, CCRRS, Web Recharge, LRSS, FMS and more
UCPath COA Tools	▪ UCPath COA Tools ▪ FAU/COA Change Tool, SCT Change Tool, One Time Payment Tool, etc.
Kuali/PPM/Procurement Unit	▪ Performing end-to-end scenario testing for Kuali Sponsored Programs, Projects & Grants, and purchasing.

Fiscal Year End Close

Bobbi McCracken
AVC & Controller
Impact23 Co-Sponsor

Preparing for Cutover

Various data sets are 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 being earlier than normal and other deadlines being 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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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 finalized

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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/**20**/2023 (changed from 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

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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 System Conversion Periods

System	Description	Blackout Dates
eBuy	PCard should be used during this timeframe as purchase order cannot be issued during this time. eBuy read-only beginning 6/22.	6/22-7/4*
Concur Travel and Expense	Corporate Travel card should be used to avoid out-of-pocket expenses and delays in reimbursements.	6/13-7/4
ePay	Requests should be planned around this downtime	6/17-7/6
UCRFS / PeopleSoft PERM BEA	No PERM BEA entries after 5/30; the campus will be transitioning to a new budget process	5/31-6/30*
UCRFS / PeopleSoft Staffing	No additional Staffing entries after 6/15; the campus will be transitioning to a new workforce process	6/16-6/30*
Golden Tree Modification System	Evaluate need for Cost Centers and Project Codes under old FAU structure as will only be valid through 6/30	4/1-5/24**
Vendor Request System	Last day to request vendor additions and modifications using current process; transitioning to supplier self-service portal	6/17- 7/3*
Banner	Only applies to new detail code requests; no actual system downtime	6/1-7/4
Cash Collection Reporting & Reconciliation (CCRRS)	Secure deposits during this time; contact MCO for assistance	6/27-7/4

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

Updates to Fiscal Closing and Cutover Dates

VCUA Gift System 6/16-early August

- Downtime 6/16-early August

- Deadline to submit approved gifts under FAU is 6/16

    - Please check your unit's gift revenue accounts (B/R40000) and ensure gift acceptance forms are completed on all unallocated gifts as soon as possible

Salary Cost Transfers (SCT)

- Due to unanticipated UCPath downtime, the deadline for departments to submit SCT requests to SSC has been moved up from 6/14 to **6/12**

Undergraduate Student Financial Aid

- End of fiscal year scholarship/stipend request should be summitted to the SFA Office by 5/25

Asset Management System

- Unavailable 7/10-7/17 for system conversion to COA

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Fiscal Year End Close

Review the FY 2023 Closing Letter tasks/deadlines, conversion dates, and system transition periods. Closing materials are available on the Business & Financial Services website:

https://accounting.ucr.edu/fiscal-year-end-closing

Training Availability & Schedule

Helen Kotke
Impact23 Financial Systems Trainer

High-Level Training Timeline

2022		2023							
Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug

Training Needs Analysis

Develop Training Plan

Develop & Confirm Outlines

Develop & Revise Training Courses

Select and Onboard Trainers

Trainer Training

Impact23 Summit

Web Based Trainings

vILT Workshops

Review metrics and surveys

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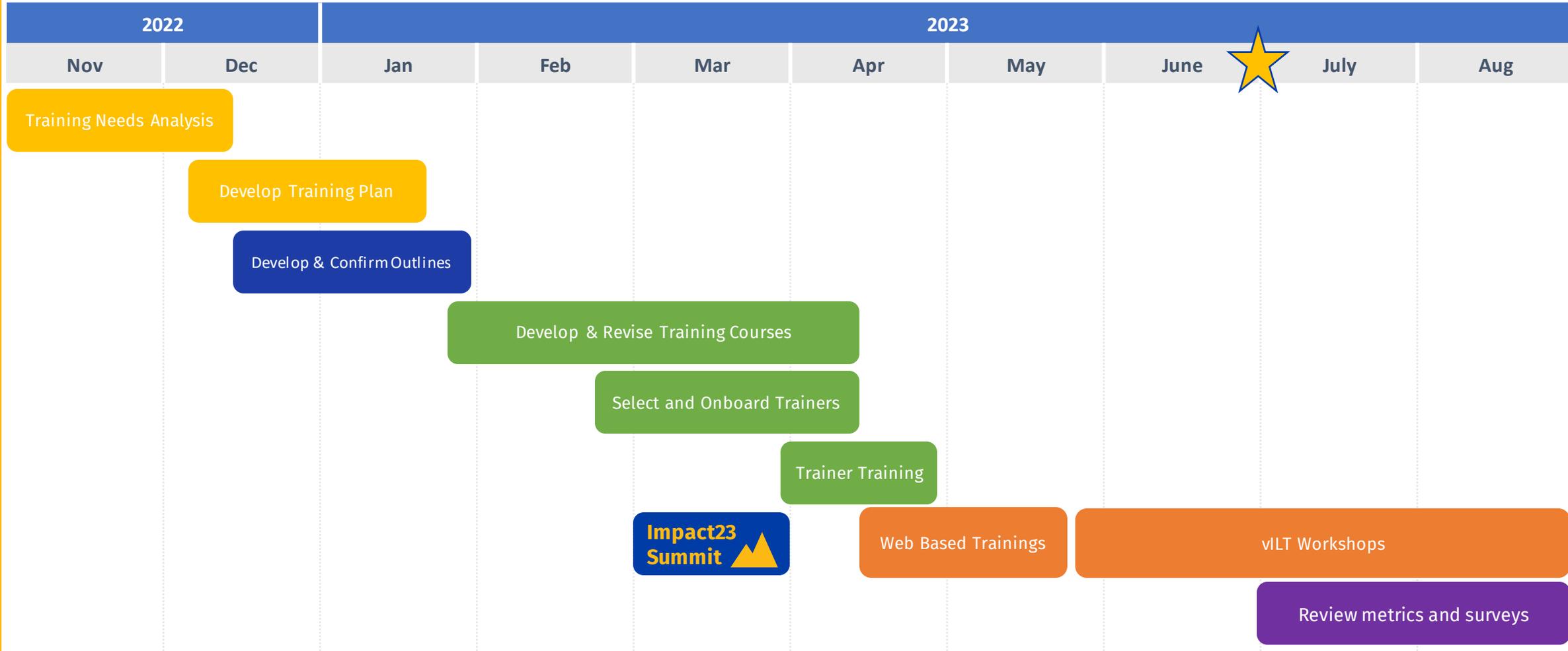
General Learning Path for all Personas

Web Based Trainings

Virtual Instructor-led Training Workshops

Oracle Guided Learning

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IMPACT23 – Training Program

Foundational Training

WBT
- Oracle: Budget & Financial Systems Introduction
- UCR Chart of Accounts
- Reporting Tools & Dashboards
- Oracle: Financial Boundary Systems & Tools

ILT
- Oracle: Reporting Tools & Dashboards Workshop

Department Requestor/Transactor

WBT
- Oracle: Buying and Paying
- Concur: Travel Reimbursements
- Concur: Non-Travel Reimbursements

ILT
- Oracle: Buying and Paying Workshop

Department Analyst

- Oracle: General Ledger
- Oracle: Budget
- Oracle: Project Portfolio Management for Contracts & Grants
- Oracle: Budget Development
- Oracle: Budget Workshop
- Oracle: Project Portfolio Management for Contracts & Grants Workshop

Financial Managers & CFAO

- Oracle: Financial Management
- Reporting Tools & Dashboards
- Oracle: Financial Approvals
- Oracle: Budget Development
- Oracle: Financial Management Workshop
- Oracle: Financial Management Reporting Workshop

Faculty, Researcher & PD/PI

- UCR Finance and Research Systems for Academics
- Oracle for Academics
- Kuali & Oracle: Contracts & Grants for Academics
- Concur for Academics
- Kuali: Research Systems & Tools
- Contracts & Grants for Academics Workshop
- UCR Finance and Research Systems for Academics Workshop

Other Sub-Libraries

Specialized Processes & Programs

WBT
- SAA Training
- PCard Training
- Travel & Entertainment Card
- PCI DSS Security Awareness Training (SAT)
- Cash Handling: The Basics
- Enterprise Accountability Online
- Foundation Gift Fund Details Report Overview
- Advanced Financial Reporting

Legacy Library

- Introduction to the Full Accounting Unit (FAU) Online
- Purchasing: SAA for eBuy
- SAA/EACS Training
- PIWRS: Annual Certification Online Tutorial
- PIWRS: Monthly Expenditure and Payroll Review Tutorial
- PIWRS: Principal Investigator Web Reporting System Tutorial

UC Learning Center

How users will register for Web Based Trainings and Workshops

Workshop Schedule

Go-live through Stabilization (then we can reassess)

Name	1st (May)	2nd (May)	1st (June)	2nd (June)	1st (July)	2nd (July)	August	September	October
Oracle: Reporting Tools & Dashboard Workshop	5/15 8:30-10:30am	5/24 9-11am	6/6 8-10am	6/22 10am-12pm	7/12 12-1pm	7/26 9-11am	8/2 9-11am	9/8 9-11am	10/2 12-2pm
Oracle: Buying and Paying Workshop	5/16 1-3pm	5/23 1-3pm	6/13 1-3pm	6/29 10am-12pm	7/18 1-3pm	7/31 10-12pm	8/10 2-4pm	9/12 1:30-3:30	10/10 1:30-3:30pm
Oracle: Budget Workshop	5/15 2-4pm	5/24 3-5pm	6/7 9-11am	6/21 8am-10am	7/11 9-11am	7/26 1-3pm	8/21 2-3pm	9/18 1:30-3:30pm	10/16 1:30-3:30pm
Oracle: Project Portfolio Management for Contracts and Grants Workshop	5/26 10am -12pm	5/30 1-3 pm	6/9 from 8:30-10:30	6/30 9-11am	7/14 9-11am	7/28 9-11am	8/25 12-2pm	9/28 1-3pm	10/25 1-3pm
Oracle: Financial Management Workshop	5/25 11am-1pm		6/7 11am-1pm		7/11 11am-1pm		8/21 10am-12pm	9/19 10am-12pm	10/24 9-11am
Oracle: Financial Management Reporting Workshop	5/24 1-3pm		6/22 1-3pm		7/27 10am-12pm		8/29 10am-12pm	9/28 10am-12:00pm	10/30 9:30-11:30am

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Important Details

- All training links for the learning paths are set to go out with the April newsletter at the end of the month

- All workshops are virtual instructor-led sessions; trainers for the workshop are in the process of being trained.

- To register for a workshop, participants must have completed the associated web-based training (ex: Buying & Paying WBT must be completed to register for Buying and Paying workshop).

- Faculty, Researcher & PD/PI workshops will be scheduled/held in October.

- Workshop Structure:
  - Two teams of trainers, each team is made up of a central office and a department trainer
  - For each workshop, one team will lead the session and the other will be available for support
  - UCR Leads are scheduled to attend the workshops to support as needed
  - Workshops will be capped at 100 participants

- Oracle Guided Learning
  - Will be released with Go-Live over the production environment

- Additional training that will be created in the coming months:
  - SAA Workshop (this will be a virtual ILT that is held twice, and then transitioned into a web-based training)
  - PCard Training
  - Oracle: Budget Development
  - Advanced Financial Reporting

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Change Readiness Survey #4
Spring 2023 Assessment

- Helps us understand and support people 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_38lnR0NdOk0q1iS

Stabilization Support

Josh Hoerger
Impact23 Program
Functional Project Manager

New Procurement Support Role
Impact23 Deployment and Stabilization Support

- UCR is planning and committed to a concierge-level service for users during deployment and stabilization, and the procurement concierge will be on-going.

- The new **Procurement Concierge Relations** Manager is a central resource to support the campus community with procurement-related activities, including:

  - Supporting the campus community when facing challenges in procuring goods and services

  - Working with Central Procurement to fine-tune the processes for day-to-day operations focusing on enhancing the client experience

  - Develop and maintain training materials to support and help guide the campus community

Additional concierge support roles through stabilization, staffed by knowledgeable representatives, will be available for:

- *Budget*

- *Grants & Contracts*

- *Concur Travel & Expense*

- *Financial Reporting*

IMPACT23 SUPPORT
DEPARTMENT SUPPORT BY TYPE

| Self-Help | Community of Practice | ServiceNow Ticket | Concierge Zoom Line |

Grow Knowledge with On-demand, Self-help Resources!

- Training
- Website
- Guided Learning

Enter your general inquiry in the channel for assistance!

- Impact23 departmental/ORG tiger team members are standing by to help answer your inquiry, share their knowledge, and help guide you

Still Need Help?
Enter a ticket online **or** call the Impact23 Finance Help Line to reach the appropriate concierge!

Concierge Service Areas:
- Budget
- Concur Travel & Expense
- Grants & Contracts
- Procure to Pay
- Financial Reporting
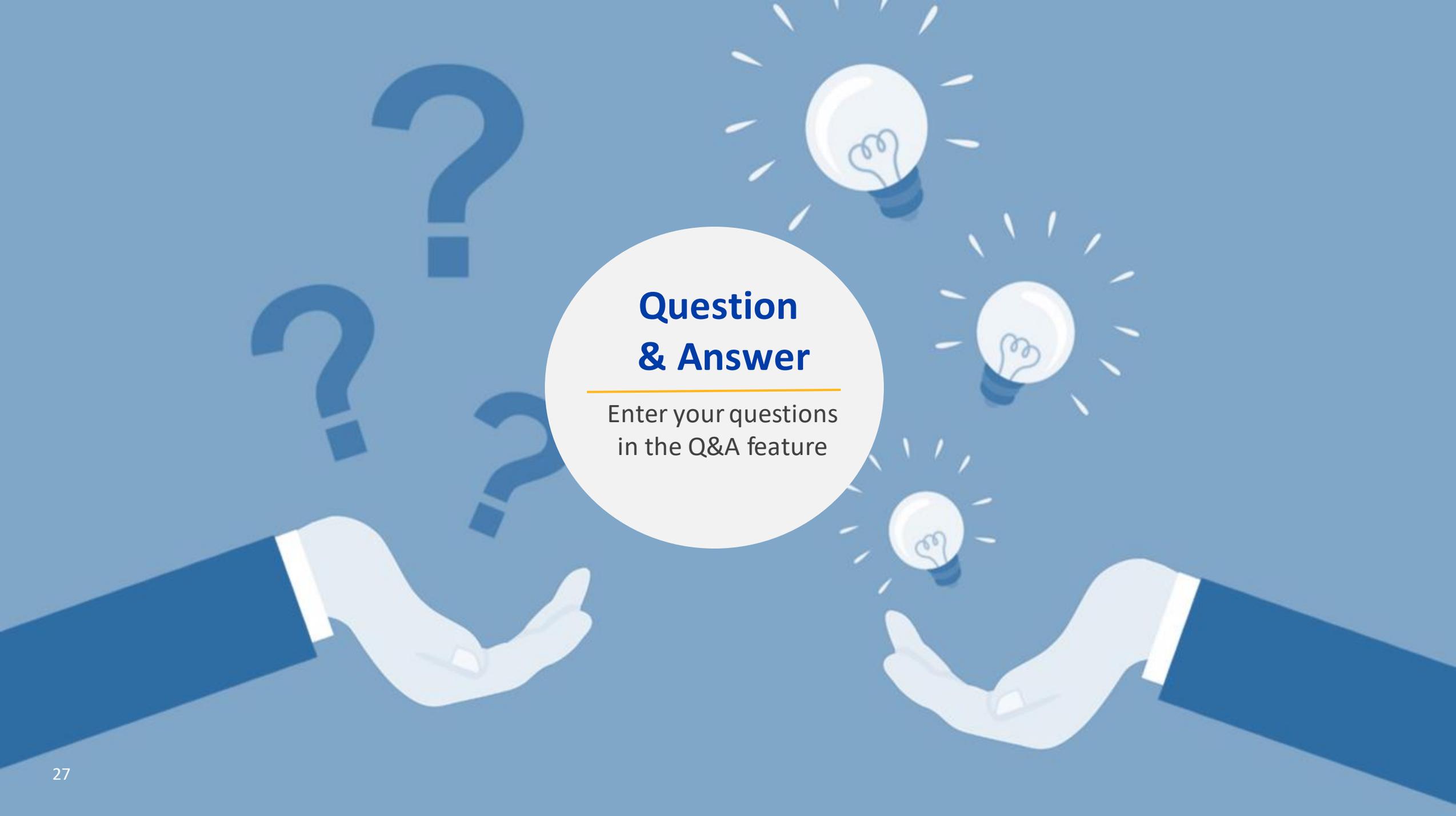
Question & Answer

Enter your questions in the Q&A feature