## Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
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<tbody>
<tr>
<td>Welcome and Housekeeping</td>
<td>Asirra Suguitan</td>
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<tr>
<td>System Integration Testing Update</td>
<td>Josh Hoerger</td>
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<tr>
<td>Change Impacts - Procurement</td>
<td>Joe Andreu</td>
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<tr>
<td>Change Impacts – Chart of Accounts</td>
<td>Bobbi McCracken</td>
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<tr>
<td>Communication &amp; Training</td>
<td>Helen Kotke &amp; Asirra Suguitan</td>
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<tr>
<td>Question &amp; Answer</td>
<td>Josh Hoerger</td>
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Modernizing UC Riverside's Financial Systems

We Are Here!

<table>
<thead>
<tr>
<th>2023</th>
<th>2024</th>
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<tbody>
<tr>
<td>Oct</td>
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<tr>
<td>Convert, Test, &amp; Train</td>
<td>Cutover</td>
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<tr>
<td>+ Extended Testers</td>
<td>User Training</td>
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<td>Concur Travel &amp; Expense Phase 2</td>
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<td>Order Systems → ServiceNow</td>
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<td>Data Warehouse Phase 2</td>
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<td>Test 2</td>
<td>Test 3</td>
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Implementation Timeline | Impact23 (ucr.edu)
Countdown to July 1, 2023

163 Calendar Days
System Integration Testing (SIT 2)

Josh Hoerger
Impact23 Program
Functional Project Manager
The final day of System Integration Testing (SIT 1), the first of three rounds of SIT testing, was Friday, November 30th.

- SIT 1 was comprised of 43 Leads, SMEs, and SMAs testing scripts to validate financial system functionality, refine test scripts, and remediate defects as identified before additional testers join in January 2023.

- A total of 713 individual test scenarios were run, with test scripts divided into 12 testing workstreams (e.g., Purchasing, Accounts Payable, Budget, General Ledger, etc.).

- In parallel with SIT 1, UCR completed its first round of a mock data conversion. An additional mock data conversion was completed in December 2022. UCR is going through multiple iterations of conversion with UCR data to fine-tune the extracts and test our approach for go-live.

**SIT 2 kicked off on January 3** and has expanded to include additional campus testers, including faculty, as identified through the Extended Tester nomination process.

- SIT 2 introduces 179 extended testers available to the program effort, with testing activities already started for some workgroups
  - Note that testing activities start at different times for different workgroups, including some not starting until March.

- The third mock data conversion is in process, parallel with SIT2 activities.
## Extended Tester Campus Representation

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</table>
The scope of testing includes the following modules and converted data:

<table>
<thead>
<tr>
<th>Functional Track</th>
<th>Oracle Modules</th>
<th>Other Functional Workgroups</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td>▪ Fixed Assets</td>
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<td></td>
<td>▪ Cash Management</td>
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<tr>
<td>Procure to Pay (PTP)</td>
<td>▪ Procurement, Self-service</td>
<td>Concur Travel &amp; Expense (Phase II)</td>
<td>▪ Evaluate Concur functionality for employee non-travel reimbursements, participate in Concur PCard Cost Distribution processes, and test new COA through Concur.</td>
</tr>
<tr>
<td></td>
<td>Procurement, Purchasing</td>
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<td></td>
<td>▪ Supplier Portal</td>
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<td>▪ Payables, Tax (OneSource Integration)</td>
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<tr>
<td>Projects &amp; Grants Management (PGM)</td>
<td>▪ Project Financials</td>
<td>Kuali Sponsored Programs (Pre-Award)</td>
<td>▪ Replacement for PAMIS proposal (eCAF), pre-award and award process for Contracts &amp; Grants. (Note: Kuali Testing will begin in February 2023).</td>
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<tr>
<td></td>
<td>▪ Contracts</td>
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<td>▪ Grants</td>
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<td>▪ Accounts Receivable</td>
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<tr>
<td>Enterprise Performance Management (EPM)</td>
<td>▪ Finance Function</td>
<td>Boundary Systems</td>
<td>▪ Testing of existing campus systems/tools affected by the change to the COA and/or Oracle Financials.</td>
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<tr>
<td></td>
<td>▪ Workforce Function</td>
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<td>▪ Banner, ePay, EACS, CCRRS, Web Recharge, LRSS, FMS and more</td>
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<td>▪</td>
<td>UCPath COA Tools</td>
<td>▪ UCPath COA Tools</td>
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<td>▪ FAU/COA Change Tool, SCT Change Tool, One Time Payment Tool, etc.</td>
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<td>▪</td>
<td>Kuali/PPM/Procurement Unit</td>
<td>▪ Performing end-to-end scenario testing for Kuali Sponsored Programs, Projects &amp; Grants, and purchasing.</td>
</tr>
</tbody>
</table>
Change Impacts

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

Joe Andreu
Chief Procurement Officer;
Procurement Workgroup Lead
The purpose of a Change Impact Analysis is to provide the Impact23 Program Team with a summary of key changes related to system implementation that will help guide communication and training. This analysis is focused on new concepts and transformative changes.

### Change Impact Analysis

#### Count of changes that impact central offices and departments

<table>
<thead>
<tr>
<th>Departments</th>
<th>Central Offices</th>
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<tbody>
<tr>
<td></td>
<td>138</td>
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<td>102</td>
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</table>

#### View of distribution of high and low changes within central offices and departments

**Change Impact Rating**

The degree of change, from current state to future state.

- **Low impact changes** do not change the way employees do work. Rather, they represent minor differences between the current way of working and future system ways of working.

- **High impact changes** represent dramatic differences between the current state and the future state. This rating indicates there is a fundamental change in the way employees do their jobs.
The following changes will be shared across all stakeholder communities.

1. The new Chart of Accounts (COA) will replace the current Full Accounting Unit (FAU)

2. Pre-Approval Workflows. In the current state, pre-approvals are manual and non-consistent. In the future state, the approval workflow will be built into the system design.

3. New reporting framework will improve visibility into transactions, status, and overall health of financial processes.

4. General Ledger will have summary-level data. Oracle modules, or subledgers, will house the transaction and reporting details.

5. Supplier Strategy will move to a university-wide strategy to consolidate spending.

6. Financial Planning and Budget occurs in a separate module and moves from a transactional system to an analytical system.
PCard transaction limits are increasing to $10,000 for new and existing cardholders on February 1, 2023

- This change will give departments more room to purchase goods and services using a UCR-approved purchasing method. Other UC Campuses have successfully increased their PCard transactional purchasing limits to $10K and reduced the number of purchase orders between $5K and $10K.

- Due to the upcoming challenges with PO conversion, we strongly encourage departments to adopt UCR’s PCard program and establish a minimum of two cardholders immediately to assist departmental staff with purchasing goods and services – required training is available in the UC Learning Center.

- All department unrestricted purchases under $500 should be made using a PCard.

- As part of the Impact23 implementation, a new and more effective PCard distribution process will be deployed on 7/1. The design is being finalized with input from departmental workgroup members and testers.

- Communication with purchasing limit increase details will be issued.
• A new COA-based **Golden Tree Viewer** is now available in pre-release!

• Visit the Impact23 website or [https://impact23.ucr.edu/golden-tree-viewer](https://impact23.ucr.edu/golden-tree-viewer) to access the new tool

• All searches are performed against COA codes and their descriptions

• Transactions will post at the lowest level of the segment value hierarchy (posting level)

• This is pre-release software, and updates are still being made to functionality, including bug fixes

• COA segment values are sourced from a current Oracle TEST instance, and COA values are still being added and updated

• Learn more about [UCRs new Chart of Accounts (COA) & POETAF](https://impact23.ucr.edu/golden-tree-viewer)
Oracle COA Mgmt manages UCRs new chart of accounts and delivers hierarchies/segments to Oracle Financials and Oracle Budget, and supports related tools like the Golden Tree Viewer

In the future state, department requestors will use Oracle COA Mgmt for Activity and Flex 1 segment requests

Requests will require dual approval from the department Org. Approver (CFAO or designee) and a Budget Office Approver

Testing is in progress
Financial System & Tool Changes

UC Riverside financial applications are currently undergoing configuration or rework to support the transition to the new Oracle financial system in July 2023.

As you review financial applications that are in scope for go-live, please note the following definitions:

- **Boundary System**: UCR ITS custom-developed application, or configured third-party system, that interacts with the campus financial system and/or financial data.

- **Rebuild**: Rebuilding an application from the ground up based on existing business and functional requirements. Users are expected to experience material changes to the application/business process. Training and guides to be provided.

- **Retrofit**: Updating an application 'on the back end' to accommodate the new Chart of Accounts specifications: column widths and names, language, updating interconnectivity from UCRFS to Oracle Financials. Users are expected to experience minimal changes to the application/business process.

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Program Scope | Impact23 (ucr.edu)
Communication & Training

Helen Kotke
Impact23 Financial Systems Trainer

Asirra Suguitan
Impact23 Functional Lead
Training Program

Primary Goal

Support end users’ successful transition from current state to future state by building new knowledge and skills about

• New Chart of Accounts (COA)
• Oracle Financials (ERP, OFC)
• Oracle Budget (EPM)
• Concur Travel & Expense (Concur)
• Kuali (Research, Build, Sponsored Programs)
• Financial Boundary Systems
• Financial Reporting
Training Modalities

- Web Based Trainings
- Virtual Instructor-led Training Workshops
- Oracle Guided Learning
Scope of Training Program

Flexible learning pathways tailoring modules and topics to role-based curriculum

Foundational Training
- Financials & Budget Introduction
- UCR Chart of Accounts
- Reporting Tools & Dashboards
- Financial Boundary Systems & Tools

Department Requestor
- Buying & Paying
- Travel/Non-Travel Reimbursements

Department Analyst
- Budget & General Ledger
- Project Portfolio Management for Contracts and Grants

Financial Managers & CFAO
- Financial Management
- Financial Approvals
- Financial Reporting

Faculty, Researcher, & PD/PI
- Finance and Research Systems for Academics
- Oracle for Academics
- Kuali & Oracle: Contracts & Grants
- Concur for Academics

UCR Chart of Accounts
- Reporting Tools & Dashboards
- Financial Boundary Systems & Tools

Foundational Training
- Financials & Budget Introduction
- UCR Chart of Accounts
- Reporting Tools & Dashboards
- Financial Boundary Systems & Tools

Department Requestor
- Buying & Paying
- Travel/Non-Travel Reimbursements

Department Analyst
- Budget & General Ledger
- Project Portfolio Management for Contracts and Grants

Financial Managers & CFAO
- Financial Management
- Financial Approvals
- Financial Reporting

Faculty, Researcher, & PD/PI
- Finance and Research Systems for Academics
- Oracle for Academics
- Kuali & Oracle: Contracts & Grants
- Concur for Academics
Learning Paths

Meet diverse learners’ needs by providing learner-centric learning paths

How it Works

Libraries are setup within the UC Learning Center indicating persona-based learning paths which build on each other to instruct users at the right level according to their role.

Current State

- Financials & Budget Introduction
- Chart of Accounts
- Reporting Tools & Dashboards
- Financial Boundary Systems & Tools
- Reporting Tools & Dashboards Workshop

Foundation within Learning Path

Instead of the Foundational Training library, the “Financial Managers & CFAO” and the “Faculty, Researcher, & PD/PI” personas have specific details tailored from the foundational training incorporated into their courses as applicable

Persona Based Learning Paths

Instead of the Foundational Training library, the “Financial Managers & CFAO” and the “Faculty, Researcher, & PD/PI” personas have specific details tailored from the foundational training incorporated into their courses as applicable

Ongoing Training

Continued training and support through webinars and future courses will be provided - e.g., EPM budget development, Datawarehouse, and SAA Training

Future State

Virtual Instructor-Led Workshops are incorporated into the learning paths to facilitate hands-on practice within the systems using specific case studies.
Workshops are virtual instructor-led trainings in which participants practice concepts and transactions within the applicable financial system using case studies.
Oracle: UCR Chart of Accounts Overview

Module Objectives
- Introduction to Oracle Chart of Accounts Component
  - Order
  - Where data comes from (Kuali)
  - Based on UC-wide common chart of accounts
- Accounting Terminology
  - What each of the fields are and what they mean with examples
  - Acronyms
  - Golden Tree
  - Must be connected to VPN/logged in through R’Space
  - Golden Tree Viewer will populate with COA
- Oracle COA Management (Define)
  - Oracle COA Mgmt – Where you go to request Flex1 and Activity
  - Oracle COA Mgmt purpose – keep COA consistent throughout financials and oracle budget.
  - Add New or Modify Existing Flex 1 Segment value/description
  - Request an end date to an Existing Segment Value
- Workflow
- Valid COA combinations
  - Built into EPM & GL – one-page summary on accounting website
  - Combination Validation Rules
  - Validating what can be used with each other segments
  - Give example and where to go to reference invalid examples
  - Budget and Financial transactions – examples of how to code different transactions (need to be specific with the example – in old system this is how you would order chemicals for the chemistry department, in the new system this is how you would do the same).

Notes
EDMCS – Keep department focused

Associated Materials
- Crosswalk between current FAU/chart of accounts and new chart of accounts.
- Valid COA combinations
  - Built into EPM & GL – one-page summary on accounting website

Course Description
This foundational course is designed to teach UCR fiscal staff how to transact and report using the UCR Chart of Accounts.

Intended Audience & Security Roles
Persona: All (except CFAO)
Security Role:
  - Inquiry
  - UCR Grants Department Administrator Approver JR
  - UCR Grants Department Analyst JR
  - UCR Payables Department
  - UCR Projects Budget Management JR
  - UCR Projects Department Costing JR
  - UCR Purchasing Department Fiscal Approver JR
  - UCR Purchasing Department Transactor JR
  - UCR Purchasing Receiving JR
  - User

Materials Outline
- Housing
  - Location
- Delivery
  - Channel
- Course
  - Duration

- Housing Location
- Delivery Channel
- Course Duration

- Materials
- Outline
- WBT
- < 90 mins
Training metrics

- Training metrics will be established to evaluate the training program’s effectiveness and learner engagement
- Training metrics help inform in many areas, including knowledge and skills development, end user readiness and user satisfaction

**Suggested training metrics for each course include:**

- Percent completion
- Average learner assessment score
- Retake rate for learner assessments
- Confidence with system
- Oracle production, user performance data (e.g., error rates)
High-Level Training Timeline

The timeline below reflects key training activities required to implement Oracle Financials and Oracle Budget at UCR.

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<tr>
<td>Nov</td>
<td>Dec</td>
</tr>
<tr>
<td>Training Needs Analysis</td>
<td>Develop Training Plan</td>
</tr>
</tbody>
</table>

Phase Key
- Analyze
- Design
- Develop
- Deliver
- Evaluate
Change Readiness Survey #3
Winter 2023 Assessment

Please take/ask your staff to take this brief survey to help the program team evaluate and adapt our support framework to best meet campus needs.

The survey should take no longer than 7 minutes to complete:
https://ucriverside.az1.qualtrics.com/jfe/form/SV_9HVkfEQhEcCZsSW
Upcoming Training & Support

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

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

Impact23 January Town Hall - Monday, January 30 from 1:00-2:30 pm
Link to Register: https://ucr.zoom.us/webinar/register/WN_dlpNsKKnRuey1Xs5FKOzxQ

Topics to include:
- System Integration Testing
- Training Overview
- Support Framework
- Impact23 Summit (March Virtual Conference)

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