Impact23 User Group Meeting

February 23, 2023
## Agenda

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<td>Asirra Suguitan</td>
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<td>Josh Hoerger</td>
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## Modernizing UC Riverside's Financial Systems

### Implementation Timeline | Impact23 (ucr.edu)

<table>
<thead>
<tr>
<th>Program Timeline</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
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<tbody>
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<td></td>
<td>Oct</td>
<td>Nov</td>
<td>Dec</td>
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<td>Jan</td>
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<td>May</td>
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<td>Jul</td>
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**2023**
- **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**
- Work Order Systems --> ServiceNow
- Data Warehouse Phase 2
- Test 2
- Test 3
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.
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
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
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

<table>
<thead>
<tr>
<th>OLD FAU by Fund</th>
<th>New COA by Award</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Issued</strong></td>
<td><strong>Count</strong></td>
</tr>
<tr>
<td>July-week 3</td>
<td>185</td>
</tr>
<tr>
<td>July-week 4</td>
<td>126</td>
</tr>
<tr>
<td>Aug-week 1</td>
<td>218</td>
</tr>
<tr>
<td>Aug-week 2</td>
<td>136</td>
</tr>
<tr>
<td>Aug-week 3</td>
<td>32</td>
</tr>
<tr>
<td>Aug-week 3</td>
<td>31</td>
</tr>
<tr>
<td>Aug-week 3</td>
<td>56</td>
</tr>
<tr>
<td>Aug-week 3</td>
<td>36</td>
</tr>
<tr>
<td>Aug-week 4</td>
<td>48</td>
</tr>
<tr>
<td>Aug-week 4</td>
<td>42</td>
</tr>
<tr>
<td>Aug-week 4</td>
<td>38</td>
</tr>
<tr>
<td>Aug-week 4</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>972</strong></td>
</tr>
</tbody>
</table>

| **Issued**      | **Count**       | **PRC Pay Periods Covered** |
| First COA-PRC issued in Sept; one year transition |
| Sept-week 1     | 126             | Jul 23 |
| Sept-week 3     | 218             | Jul 23-Aug 23 |
| Oct-week 3      | 136             | Jul 23-Sep 23 |
| Nov-week 3      | 32              | Jul 23-Oct 23 |
| Dec-week 3      | 31              | Jul 23-Nov 23 |
| Jan-week 3      | 56              | Jul 23-Dec 23 |
| Feb-week 3      | 36              | Jul 23-Jan 24 |
| Mar-week 3      | 48              | Jul 23-Feb 24 |
| Apr-week 3      | 42              | Jul 23-Mar 24 |
| May-week 3      | 38              | Jul 23-Apr 24 |
| Jun-week 3      | 24              | Jul 23-May 24 |
| **Total**       | **787**         |                        |

* as of 2/14/2023

Normal schedule resumes July 23-June 24
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](image-url)
Position Funding of Default Fund

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

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

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

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