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).

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PRESENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Asirra Suguitan</td>
</tr>
<tr>
<td>Impact23 Program Timeline &amp; Testing</td>
<td>Asirra Suguitan</td>
</tr>
<tr>
<td>Cutover &amp; Close</td>
<td>Bobbi McCracken</td>
</tr>
<tr>
<td>Training Availability &amp; Schedule</td>
<td>Helen Kotke</td>
</tr>
<tr>
<td>Stabilization Support</td>
<td>Josh Hoerger</td>
</tr>
<tr>
<td>Question &amp; Answer</td>
<td>Josh Hoerger</td>
</tr>
</tbody>
</table>
Impact23 Program
Timeline & Testing

Asirra Suguitan
Impact23 Program
Functional Lead
# Modernizing UC Riverside's Financial Systems

![We Are Here!]

**Implementation Timeline**

<table>
<thead>
<tr>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct</td>
<td>Nov</td>
<td>Dec</td>
</tr>
<tr>
<td>Jan</td>
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<tr>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
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<tr>
<td>Apr</td>
<td>May</td>
<td>Jun</td>
</tr>
<tr>
<td>Jul</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program Timeline**

- **Convert, Test, & Train**
  - + 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)]
COUNTDOWN TO JULY 1, 2023

CALENDAR DAYS

64
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)*
**Extended Tester Scope**

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

<table>
<thead>
<tr>
<th>Functional Track</th>
<th>Oracle Modules</th>
</tr>
</thead>
</table>
| 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                                                            |

<table>
<thead>
<tr>
<th>Other Functional Workgroups</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Reporting</td>
<td>▪ Implementation of reporting solutions to meet financial management, financial statement, regulatory and compliance needs.</td>
</tr>
<tr>
<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>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>
</tr>
</tbody>
</table>
| 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 cutover. 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

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

*Note PPM costs will be incomplete upon go-live and until June Final ledgers are finalized*
# Key Cutoff Dates

<table>
<thead>
<tr>
<th>System</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAMIS/COEUS</td>
<td>Last day for Departments/PIs to provide subaward verification form submissions.</td>
<td>5/29/2023</td>
</tr>
<tr>
<td>PAMIS/COEUS</td>
<td>Last day for department PreAward submissions.</td>
<td>6/12/2023</td>
</tr>
<tr>
<td>PAMIS/eCAF</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*The proposal is the final documents reviewed, endorsed by SPA, and provided to the sponsor via PDF, Cayuse, sponsors platform, etc.</td>
<td>6/20/2023 (changed from 6/16/2023)</td>
</tr>
<tr>
<td>PAMIS/eAward</td>
<td>Last day for department PAMIS BEA submissions in eAward; must have the budget category breakdown completed and submitted.</td>
<td>6/21/2023</td>
</tr>
</tbody>
</table>
# Key Cutoff Dates

<table>
<thead>
<tr>
<th>System</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner</td>
<td>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.</td>
<td>6/1/2023</td>
</tr>
<tr>
<td>Concur</td>
<td>Last day to submit travel expense reimbursements and clear Corp Travel Card expenses using FAU</td>
<td>6/12/2023</td>
</tr>
<tr>
<td>ePay</td>
<td>Last day to submit ePay requests using FAU</td>
<td>6/16/2023</td>
</tr>
<tr>
<td>eBuy</td>
<td>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.</td>
<td>6/21/2023</td>
</tr>
<tr>
<td>eBuy</td>
<td>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.</td>
<td>6/21/2023</td>
</tr>
<tr>
<td>Procurement Card (PCard)</td>
<td>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</td>
<td>6/23/2023</td>
</tr>
</tbody>
</table>
## Key System Conversion Periods

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

*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 submitted to the SFA Office by 5/25

**Asset Management System**
- Unavailable 7/10-7/17 for system conversion to COA
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**
  - Nov: Training Needs Analysis
  - Dec: Develop Training Plan
  - Jan: Develop & Confirm Outlines
  - Feb: Develop & Revise Training Courses
  - Mar: Select and Onboard Trainers
  - Apr: Trainer Training
  - May: Web Based Trainings
  - June: **Star**

- **2023**
  - Jan: Review metrics and surveys
  - Feb: vILT Workshops
General Learning Path for all Personas

- Web Based Trainings
- Virtual Instructor-led Training Workshops
- Oracle Guided Learning
**UC Learning Center**

How users will register for Web Based Trainings and Workshops

![UC Learning Center screenshot](image)

The screenshot shows the UC Learning Center platform with a focus on the "Library" section titled "1. Foundational Training." The image highlights the navigation options and search functionalities, indicating how users can browse and search for available learning activities. The screenshot emphasizes the various topics under "Topics," such as Business and Operations, Diversity, Equity, & Inclusion, Environment, Health, and Safety, and more.

The "Library" section allows users to browse and search for learning activities, with filters to narrow results by subject and the "Filters" tab to apply additional criteria such as the activity type or duration.

### Library / 1. Foundational Training

#### TOPICS
- Business and Operations (67)
- Diversity, Equity, & Inclusion (32)
- Environment, Health, and Safety (147)
- Finance Administration and Practices (12)
- Foundational Training (8)
- Department Requester/Transactor (4)
- Department Analyst (5)
- Finance Managers & CFO/CO (6)
- Faculty, Researcher, & P2PFI (7)
- Specialized Processes & Programs (9)
- Legacy Library (5)

#### Filters
- Health Care Education (6)
- Performance Management (13)
- Professional Skills and Career Development (67)
- Recruitment and Selection (10)
- Research Administration and Practices (10)
- Student Services (25)
- Supervision, Management, and Leadership (75)
- Technology, Systems, and Software (78)
- UCR/UCI Essentials (35)

#### 1. FOUNDATIONAL TRAINING

### Courses
- **1. Oracle: Budget & Financial Systems Introduction**
  - This foundational course introduces UCR fiscal staff to the Oracle Financial and Oracle Budget (OFM) financial systems. Learn how to...
- **2. UCR Chart of Accounts**
  - This foundational course introduces UCR fiscal staff to the Oracle Financial and Oracle Budget (OFM) financial systems. Learn how to...
- **3. Reporting Tools & Dashboards**
  - This foundational course introduces UCR fiscal staff to the Oracle Financial and Oracle Budget (OFM) financial systems. Learn how to...
- **4. Oracle: Financial Boundary Systems & Tools**
  - This foundational course introduces UCR fiscal staff to the Oracle Financial and Oracle Budget (OFM) financial systems. Learn how to...
- **5. Oracle: Reporting Tools & Dashboards Workshop**
  - This foundational course introduces UCR fiscal staff to the Oracle Financial and Oracle Budget (OFM) financial systems. Learn how to...
## Workshop Schedule

Go-live through Stabilization (then we can reassess)

<table>
<thead>
<tr>
<th>Name</th>
<th>1st (May)</th>
<th>2nd (May)</th>
<th>1st (June)</th>
<th>2nd (June)</th>
<th>1st (July)</th>
<th>2nd (July)</th>
<th>August</th>
<th>September</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle: Reporting Tools &amp; Dashboard Workshop</td>
<td>5/15 8:30-10:30am</td>
<td>5/24 9-11am</td>
<td>6/6 8-10am</td>
<td>6/22 10am-12pm</td>
<td>7/12 12-1pm</td>
<td>7/26 9-11am</td>
<td>8/2</td>
<td>9/8</td>
<td>10/2</td>
</tr>
<tr>
<td>Oracle: Buying and Paying Workshop</td>
<td>5/16 1-3pm</td>
<td>5/23 1-3pm</td>
<td>6/13 1-3pm</td>
<td>6/29 10am-12pm</td>
<td>7/18 1-3pm</td>
<td>7/31 10-12pm</td>
<td>8/10</td>
<td>9/12</td>
<td>10/10</td>
</tr>
<tr>
<td>Oracle: Budget Workshop</td>
<td>5/15 2-4pm</td>
<td>5/24 3-5pm</td>
<td>6/7 9-11am</td>
<td>6/21 8am-10am</td>
<td>7/11 9-11am</td>
<td>7/26 1-3pm</td>
<td>8/21</td>
<td>9/18</td>
<td>10/16</td>
</tr>
<tr>
<td>Oracle: Financial Management Workshop</td>
<td>5/25 11am-1pm</td>
<td>6/7 11am-1pm</td>
<td>7/11 11am-1pm</td>
<td></td>
<td></td>
<td></td>
<td>8/21</td>
<td>9/19</td>
<td>10/24</td>
</tr>
<tr>
<td>Oracle: Financial Management Reporting Workshop</td>
<td>5/24 1-3pm</td>
<td>6/22 1-3pm</td>
<td>7/27 10am-12pm</td>
<td></td>
<td></td>
<td></td>
<td>8/29</td>
<td>9/28</td>
<td>10/30</td>
</tr>
</tbody>
</table>
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
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_38InR0NdOk0q1iS

For each statement give your response on a scale where 4 = Strongly Agree and 1 = Strongly Disagree. Each statement needs to be completed for the survey to be submitted.

<table>
<thead>
<tr>
<th>Statement</th>
<th>4- Strongly Agree</th>
<th>3- Agree</th>
<th>2- Disagree</th>
<th>1- Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am aware that impact23 is a local change and UCR is responsible for the design of the solution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I feel informed about the business changes that are about to take place on our campus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I am prepared to embrace any new changes at UCR and look forward to adopting something new</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
Grow Knowledge with On-demand, Self-help Resources!
- Training
- Website
- Guided Learning

Community of Practice
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

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

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

Enter your questions in the Q&A feature
Thank you!

Email: Impact23@ucr.edu
Website: Impact23.ucr.edu