Changes with UCSB’s New PeopleSoft Financial System

ETS Project Management Office

Revised on June 9, 2015
(new content in red font)
Overview

1) PeopleSoft
   a. The new financial system is based on PeopleSoft Enterprise Financials 9.1.
   b. This is a vendor-supported Oracle product used by universities and Fortune 500 companies.
   c. Initially, departments will not use PeopleSoft directly.
   d. Departments will continue to interact with the financial system through file interchange, existing web applications, and the Data Warehouse.
   e. PeopleSoft is NOT running on the mainframe.
      i. Data will continue to be extracted to the Data Warehouse for reporting.
      ii. Initially, departments will continue to upload journals and invoice files to the mainframe until transitioned at a later time.
      iii. Online GL will continue to be the primary tool for viewing Ledger data.
      iv. PYLV “backdoor” printing (PYLVJ037) of GL060 statements is not supported.

2) Mainframe Systems being replaced by PeopleSoft
   a. Chart of Accounts (ALLN01)
   b. General Ledger – Journal Processing (GL, FTD)
   c. Permanent Budget (BSL)
   d. Accounts Payable (APEX)
   e. Equipment Management (CATS)
   f. Plant Asset Accounting
   g. Facilities Management Recharge Billing (FAMAS)

3) Current Non-Mainframe financial applications remaining (mostly) unchanged
   a. TOE – Transfer of Expense
   b. TOF/TOSF – Transfer of Funds/Transfer of Soft Funds
   c. Web Travel Expense Voucher
   d. Disbursements (Online Form-5)
   e. FlexCard Allocation
   f. FlexCard Management
   g. Carry Forward of Funds
   h. Online General Ledger
   i. Invoice Image Repository (linked to OGL, EZAccess)
   j. BARC – Billing Accounts/Receivable Collections
   k. Gateway Procurement/GMC
   l. Effort Reporting System (ERS) – runs at UCOP
   m. Campus web applications (TOE, TOF, Travel, Disbursements (Online Form-5), FlexCard) will begin validating departmental chart fields (Cost-Center, Cost-Type, Project).

4) Payroll will continue to be processed at UCOP (PPS)
   a. Paychecks and direct deposits unchanged.
   b. Separation checks continue to be initiated in PPS and will be processed through PeopleSoft.
   c. PYLV will remain on the mainframe for leave reporting.
   d. PPS will begin validating departmental chartfields (Cost-Center, Project).
Changes to the General Ledger

5) **The Chart of Accounts is NOT changing (much)**
   a. Location, Account, Fund, Sub, Object-Code/Transaction Code remain the same.
   b. Cost-Center, Cost-Type, Project remain.
   c. Program – rarely used, has been eliminated.
   d. Type-Entry codes (e.g. 53, 42) continue to indicate the type of transaction.
   e. Cost-Center, Cost-Type, Projects can only contain A-Z, 0-9, underscore (_).
   f. Indirect overhead rates (where applicable) will be the same across all sub-accounts for an Account-Fund (this should have always applied, but was not enforced).
   g. Accounts and funds are now shared across both locations (8 and Q); those that do not represent the same activity have been retired.
   h. An account (number) can only be “owned” by a single department even if used by both location 8 and Q.
   i. **Contract and grant award re-activation, after closing, is more complex. Transactions after an award close-out should be avoided.**
   j. **Setting up contract and grant awards will take longer.**
   k. **In the near future, UCSB will implement a hard closeout deadline schedule similar to several other UC campuses. This means departments will need to submit expenses to the Ledger by specific deadlines. Departments that do not meet the deadlines will have their contract and grant awards automatically closed out by Extramural Funds and will not be able to submit additional expenses past the deadlines. The new financial system does not have the built-in flexibility that the old system had to accommodate late close outs.**

6) Legacy Journal and Accounts Payable file formats and forms continue to be supported
   b. 368 & 80 character recharge files.
   c. APEX200 voucher file.
   d. No changes in recharge journal files should be necessary.
   e. Paper forms.
   f. **Files continue to be uploaded or emailed as per current practice.**

7) Journal Processing
   a. Ledger cycles and cutoff dates unchanged.
   b. E-Journals can continue to be emailed to Business & Financial Services.
   c. Journals will continue to be FTP’d to the mainframe for 3-6 months after production. This will transition 3-6 months after production to a new secure FTP server and website.
   d. PeopleSoft is more rigorous in checking chartfields (LAFSOs).
   e. Submitted journals may be split during processing in to multiple journals, each with a different Journal-ID, based on type-entry (expense, appropriation, lien) and business unit (location).
   f. When a recharge journal contains transactions for both location 8 and Q, it will be split and each journal may contain “inter-unit” transactions crediting/debiting a special account (115800) to
ensure each journal remains balanced.

8) **Departmental Chartfields (Flexfields) must be pre-defined**
   a. Cost-Center, Cost-Type, Project must be defined before being used in journals, web applications, PPS.
   b. Chartfields that are not defined will be suppressed (“blanked out”) in transactions.
   c. At a later time, undefined chartfields may cause a journal to be rejected.
   d. The Gateway Management Console (GMC) will be used to enter departmental chartfields (even those not used for purchases).
   e. **Previously used departmental chartfields will already be loaded to the GMC.**
   f. Campus Financial Web Applications will validate departmental chartfields.
   g. **It continues to only be necessary to create account strings in the GMC for use in Gateway ordering.** All current accounts and funds in the legacy system will be loaded to the PeopleSoft system.
   h. **Cost Types now need to be predefined before being used in Gateway.** A new screen has been added to the GMC for this purpose and GMC users with department purchasing administrative rights have access to the Admin Cost Types screen. Cost Types are not part of the account strings created in the GMC for Gateway use.
   i. Chartfields synchronized from GMC hourly.
   j. Only A-Z, 0-9, and underscore (_) are allowed; hyphen, period, pound, etc., are NOT allowed.
   k. Chartfields with invalid characters (blanks, lower-case letters, or special characters) will be blanked out in PeopleSoft and in the Data Warehouse for transactions after July 1, 2015.
   l. Using departmental chartfields for rapidly changing values (e.g. numbers that track an individual transaction) should be avoided.
   m. PPS will validate Departmental Chartfields, Cost-Center and Project upon data entry. Chartfields not previously used in PPS must be defined in the GMC and marked for use in PPS prior to being used in PPS. Previously used chartfields will already be loaded to PPS and the GMC. Since PPS receives updated chartfields from the GMC nightly, updates must be made the day prior to using the chartfield in PPS.
   n. Deactivating a departmental chartfield in the GMC will NOT stop transactions (nor will they be suppressed if used in transactions).
   o. **Department Security Administrators (DSAs) will need to authorize any non-department purchasing administrator users to create new Projects, Cost Centers, and Cost Types.** A new GMC role is available that limits access to just the Manage

9) **Low-Value-Purchase Authorizations (LVPA) numbers**
   a. LVPA numbers continue to be supported as a “shortcut” called a SpeedType.
   b. LVPA numbers are used by FlexCard, Mailroom, Furniture Services, and the Bookstore.
   c. **Effective July 1st, new SpeedTypes (LVPA’s) will need to be created in the GMC.**
   d. Existing LVPA numbers from REX will be added to the GMC during the data conversion on the evening of June 30.
   e. LVPA are NOT used as a purchasing vehicle (phased out 2 years ago).
   f. **Departmental Security Administrators (DSAs) will need to authorize users to create new SpeedType (LVPA) numbers.** A new GMC role is available that limits access to just the Manage
10) PeopleSoft closely validates LAFSO combinations
   a. Some exceptions not previously caught in the legacy system will be rejected by PeopleSoft. This may result in additional interaction with departments to resolve exceptions.
   b. Accommodations for some non-standard practices will be made, but for future compatibility, the following practices should be phased out:
      i. entering sub-accounts (e.g. 0) on balance sheet (1xxxxx) and revenue (2xxxxx) account transactions;
      ii. entering object codes (e.g. 0000) on balance sheet and revenue account transactions;
      iii. using the fund field on balance sheet account transactions for reference information; and
      iv. entering a fund on a balance sheet account when it is not appropriate.

11) The “Fund” number field and Balance Sheet (1xxxxx) Account Transactions
   a. Special handling has been established for some balance sheet accounts to move the “Fund” field contents on transactions to either:
      i. journal line reference; or
      ii. open item key.
   b. This will generally be transformed back by the Data Warehouse.
   c. In the Data Warehouse, some actual funds previously displayed in the “Fund Identifier” field for balance sheet accounts will remain in the “Fund” field.

12) Liens (Encumbrances)
   a. PeopleSoft does not retain “roll forward” details from transactions establishing a lien. Later transactions may have a different description.
   b. Liens from Facilities Management projects may receive a new identifier.
Accounts Payable System Changes

13) Accounts Payable
   a. Invoice (voucher) charges will be posted to the Ledger when the voucher is transmitted to
      Accounts Payable, not when the invoice is paid to the vendor (accrual instead of cash basis).
   b. For SciQuest purchases, sales tax and freight charges will not be separate transaction lines in the
      Ledger.
      i. Sales tax will be allocated to taxable items by distribution.
      ii. Freight will be allocated to distribution totals by dollar value as a percent of total line
          item value.
   c. Printed non-payroll checks will be slightly different (font, format).

Equipment Management

14) Department Updating of Asset Records
   a. During Phase I, departments will not have access to PeopleSoft and will be unable to update
      asset records.
   b. Departments will need to submit an Asset Information Form to Asset Management to record
      any data changes (location, model number, serial number, and custodian).

15) Physical Inventory Process
   a. Physical inventories will be distributed in the same format, but departments will not have the
      option to make updates online (since they will have no access to PeopleSoft Asset Management
      during Phase I).
   b. Departments will need to submit all updates either via an Excel spreadsheet or by hand
      notations on the physical inventories.

16) Department Preparation of EIMRs
   a. Online EIMR for disposals and transfers/loans will cease to be available as of the go-live date.
   b. Paper forms (available on Business & Financial Services website) will be used to submit EIMRs.
   c. Workflows to allow departments to initiate these transactions will not be implemented until a
      later phase of the project.
Web Application Changes

17) All Web Applications
   a. Only values set up in the GMC for the Cost-Center, Cost-Type and Project fields will be accepted. Previously, in some applications, these were free-form.
   b. Role management will continue to be performed in “ALLN02” within the GMC.

18) FlexCard
   a. No major changes to FlexCard Management or Allocation Modules, EXCEPT that departmental chartfields (Cost Center, Cost Type, Project) will be validated in the Management Module if set up on the default account, and in the Allocation Module if used when allocating and approving transactions.
   b. LVPA (SpeedType) numbers can continue to be used in the Allocation Module, but new ones must be set up in the Gateway Management Console.
   c. Approved transactions will be posted nightly to the pending General Ledger and will not be held during monthly/yearly close.
   d. FlexCard transactions will post to the July Ledgers, unlike previously when a full two months of transactions posted to the August Ledgers.

19) Transfer of Expense (TOE)
   a. When searching by Voucher # in TOE, only the last 5-digits of the PeopleSoft Voucher # need to be entered.
   b. Data displayed in the “Identifier” dropdown as well as the PDF Report in TOE have been adjusted to reflect PeopleSoft data and field labels.

20) Transfer of Funds (TOF)
   a. In the Ledger, the Transfer # is being added to the front of the line description entered in TOF.
   b. Soft Fund (TOSF) Transfers using Cost-Center, Cost-Type, and Project will have the description field length reduced.

21) Gateway (SciQuest)
   a. Cost-Type is no longer a free-form field. It must be pre-defined in the GMC.
Data Warehouse Changes

22) Field Changes for GL transaction Detail (fin_gl_detail)
   a. For Balance Sheet Account transactions, the value in the “fund” field will generally remain in the “fund” field instead of moving to “fund_identifier” if the chartfield represents an actual fund.
   b. The “fund_identifier” field will be used for Fund field only for specially marked accounts using reference values in the fund field.
   c. “ada_timestamp_hex” (unique identifier) has expanded from 16 characters to 50 and has an entirely new format to ensure uniqueness.
   d. The “reference_no” field is expanding from 6 characters to 15. The full PO number from Gateway will reside in “reference_no” instead of being split.
   e. “invoice_no” is expanding from 10 characters to 30.
   f. “voucher_no” and “journal_no” in legacy often contain a portion of check/payment number. This is not emulated. The full check/payment number will be in “check_no” field.
   g. The accounts payable “voucher ID” field is added.

23) Changes to Accounts Payable Invoice Tables
   a. Invoice table (ap_invoice_) structures changed to accommodate expanded PeopleSoft capabilities and data elements.
   b. Invoice Detail reports have been adapted.
   c. Legacy and PeopleSoft Invoice Detail reports are separate.

24) Changes to Asset Tables
   a. Asset table (am_asset_) structures changed to accommodate expanded PeopleSoft capabilities and data elements.
   b. Asset reports have been adapted.

Terms

PeopleSoft introduces several new terms:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment Control</td>
<td>The PeopleSoft term used for the budgeting function (Current &amp; Permanent). Commitment Control is seen abbreviated as “KK”.</td>
</tr>
<tr>
<td>Asset Management</td>
<td>Equipment Management (CATS)</td>
</tr>
<tr>
<td>Project Costing</td>
<td>The PeopleSoft module used for Facilities Management recharges (FAMAS).</td>
</tr>
<tr>
<td>Business Unit</td>
<td>A 5-character code (UCSB8, UCSBQ) associated with the campus. It is sometimes used in place of the location code (8, Q).</td>
</tr>
<tr>
<td>Journal-ID</td>
<td>A 10 digit number/character string identifying a journal. Only unique when combined with Journal Date.</td>
</tr>
<tr>
<td>Encumbrance</td>
<td>Lien</td>
</tr>
<tr>
<td>Voucher</td>
<td>Invoice. A unique numeric voucher-ID that identifies vouchers.</td>
</tr>
<tr>
<td>Open-Item Account</td>
<td>A type of Balance Sheet (1xxxxx) Account where “open” transactions, such as Travel Advances can be tracked until cleared. This replaces the special “subsidiary balance” type accounts in legacy system.</td>
</tr>
</tbody>
</table>