Changes with the new PeopleSoft Financial System

ETS Project Management Office

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Overview

1) PeopleSoft
   a. The new Financial System is based on PeopleSoft Enterprise Financials and Supply Chain Management (FSCM) 9.1.
   b. This is a current vendor-supported Oracle ® product used by many universities and Fortune 500 companies.
   c. Campus Departments will not initially be using PeopleSoft directly.
   d. Departments will continue to interact with the financial system through file interchange, existing web applications and the Data Warehouse.

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. Carry Forward of Funds
   g. Online General Ledger
   h. Invoice Image Repository (linked to OGL, EZAccess)
   i. BARC – Billing Accounts/Receivable Collections
   j. Gateway Procurement/GMC
   k. Effort Reporting System (ERS) – runs at UCOP

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. PYLV “backdoor” printing (PYLVJ037) of GL060 statements not supported

5) PeopleSoft is NOT running on the mainframe
   a. Hosted at an off-site data center – Disaster Recovery is included
   b. Runs on an Oracle Database
   c. Data will continue to be extracted to the Data Warehouse for reporting
   d. Departments will initially continue to upload journals and invoice files to the mainframe until transitioned at a later time
   e. Online GL will continue to be the primary tool for viewing ledger data
Changes to the General Ledger

6) 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 type of transaction
   e. Cost-Center, Cost-Type, Project codes 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.

7) Legacy Journal and Accounts Payable file formats and forms continue to be supported
   a. E-Journal (XLS)
   b. 368 & 80 character recharge files
   c. APEX200 Voucher file
   d. No changes in recharge journal files should be necessary
   e. Paper Forms

8) Journal Processing
   a. Ledger Cycles and cutoff dates unchanged
   b. E-Journals can continue to be emailed to BFS
   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 chart fields (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.

9) Department Chartfields (flexfields) must be pre-defined
   a. Cost-Center, Cost-Type, Project-Code must be defined before being used in journals, web
      applications, PPS
   b. Chartfields which are not defined will be suppressed (“blanked out”) in transactions
   c. At a later time, undefined chartfields may cause journal to be rejected
   d. The Gateway Management Console (GMC) will be used to enter Department Chartfields (even
      those not used for purchases)
   e. Values currently used will be pre-loaded to PeopleSoft, GMC and PPS
   f. Campus Financial Web Applications will validate department chartfields
g. Chartfields synchronized from GMC hourly
h. Only A-Z, 0-9, and Underscore (_) are allowed
i. Using departmental chartfields for rapidly changing values (e.g. numbers that track an individual transaction) should be avoided
j. PPS will validate Department Chartfields – Synchronized Nightly
k. GMC allows department chartfields to be selected to be used in PPS
l. Deactivating a department chartfield in the GMC will NOT stop transactions nor will they be suppressed if used in transactions

10) Low-Value-Purchase Authorizations (LVPA) numbers
   a. Continue to be supported as a “shortcut” called a SPEEDTYPE
   b. Used by FlexCard, Mailroom, Furniture Services, and Bookstore
   c. LVPA numbers are NOT used as a purchasing vehicle (phased out 2 years ago)
   d. LVPA numbers created in Gateway Management Console (GMC)

11) PeopleSoft more 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 are made, but for future compatibility the following practices should be phased out:
      i. Entering Sub-Accounts (e.g. 0) on Balance Sheet (1xxxx) and Revenue (2xxxx) 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
      iv. Entering a Fund on Balance Sheet account when not appropriate

12) The “Fund” number field and Balance Sheet (1xxxx) 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
      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.

13) 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 be receiving a new identifier
Accounts Payable System Changes

14) Accounts Payable
   a. Invoice (voucher) charges will be posted to ledger when vouchers transmitted to Accounts Payable, not when invoice paid to vendor— (Accrual instead of Cash basis)
   b. For SciQuest purchases, Sales Tax and Freight charges will not be separate transaction lines in 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

15) 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).

16) 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.

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

18) All Web Applications
   a. Only values set up in the GMC for the Cost-Center, Cost-Type and Project Code 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.

19) FlexCard
   a. Approved transactions will be posted nightly to the pending general ledger and will not be held during monthly/yearly close.
   b. FlexCard transactions will post to the July ledgers, unlike previously when a full two months of transactions posted to the August ledgers.

20) Transfer of Expense (TOE)
   a. When searching by Voucher # in TOE, user needs to enter only the last 5-digits of the PeopleSoft Voucher #.
   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.

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

22) Gateway (SciQuest)
   a. Cost-Type is no longer a free-form field. Must be pre-defined in GMC.
Data Warehouse Changes

23) 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 an actual fund.
   b. “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. “Reference_no” field is expanding from 6 characters to 15. 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. Full Check/Payment number will be in “Check_No” field.
   g. Accounts Payable “Voucher ID” field is added

24) 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

25) 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

1) PeopleSoft introduces several new terms
   a. Commitment Control is the PeopleSoft term used for the budgeting function (Current & Permanent). Commitment Control is seen abbreviated as “KK”.
   b. Asset Management = Equipment Management (CATS)
   c. Project Costing is the PeopleSoft module used for Facilities Management recharges (FAMAS)
   d. Business Unit is a 5 character code (UCSB8, UCSBQ) associated with the campus. It is sometimes used in place of the location code (8, Q).
   e. Journal-ID – A 10 digit number/character string identifying a journal. Only unique when combined with Journal Date
   f. Encumbrance = Lien
   g. Voucher = Invoice. A unique numeric Voucher-ID identifies vouchers.
   h. Open-Item Account – 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
Instructions

- Review your departmental financial reporting processes and determine whether they will be effected by any of the differences in PeopleSoft Financials.

- **Report any effects that are discovered in writing to Ellaine David (ellaine.david@ucsb.edu) in the ETS Project Management Office by February 2, 2015.** Please provide specific examples with as much detail as possible. A member of the project team will follow up with you if needed.

- Today’s session was recorded for those unable to attend. The video will be posted on the Enterprise Technology Services Presentation web page (ets.ucsb.edu/presentations).