Agenda

1. Announcements
2. PeopleSoft Financials Cutover Updates
3. Data Warehouse Updates
4. Frequently Asked Questions
5. Questions
Connect (Google) Calendar Training

Register for a training sessions via the UC Learning Center
(https://www.learningcenter.ucsb.edu/employee-only-log)

**New General Training Sessions**
*(anyone who manages their own calendar and schedules group meetings)*
- Friday, August 28 from 10 - 11am in SSMS 1303
- Friday, September 25 from 1 - 2pm in SSMS1303

**New Power User Training Session**
*(anyone who manages the calendars of other people, groups, and resources)*
- Friday, September 25 from 10 – 11am in SSMS 1303
PEOPLESOFTH FINANCIALS CUTOVER UPDATES
Transfer of Funds Transactions

TOF transactions approved on or after August 10 will appear on the August GL.

• July Balances will not reflect these recent transfers.
• To view these transactions in the Data Warehouse, use the Pending Transactions Inquiry via the Data Warehouse EZ Access suite of reports to verify August activity.
DATA WAREHOUSE UPDATES
Hyperion Report Updates

Some Hyperion GL reports will be updated in the coming weeks to include some new fields from PeopleSoft.

- In many cases we have renamed the original report in the workspace with a “legacy” suffix, e.g., GUS Export Legacy and GUS Export.
- Both reports still work but the legacy report won’t have the new columns and the expanded reference and invoice numbers.
Desktop and web client users can update existing personal reports with newly available PeopleSoft fields by choosing **SYNC WITH DATABASE** from the DataModel menu in the Query section.

New columns will appear at the bottom of the list, though occasionally you must double-click on the topic name first, click OK and then close that window before the columns appear.
FY 2016 TOF Transactions

TOF transactions approved on or after August 10 will appear on the August GL.

- Use the Pending Transactions Inquiry to verify August transactions now.
- Set the SOURCE NO filter = “TOF” to find the TOF transactions.
Unposted Ledger Transactions

Ledger transactions for the current month can be unposted by BFS.

- The original transaction is changed from posted to unposted and a reversing transaction is inserted so that the two records sum to $0.
- Ledger transactions for closed months will never be unposted.

Most EZ Access GL reports automatically exclude unposted transactions.

- Users can change the UNPOSTED FLAG filter if they want to see them.

**Unposted Flag**

Set this flag to "Y" for Unposted Journals or blank for all
Facilities Management Liens

FM liens are now originating in PeopleSoft.

They are tracked in PeopleSoft with two new chart fields:

- **Project ID**
- **Activity ID**

In order to convert existing FM liens to the new scheme, all outstanding FM liens were released and then re-created with a Project ID and Activity ID.

The original reference number for the liens has not changed, nor has the outstanding lien amount.
Facilities Management Liens continued...

Project ID and Activity ID will start appearing on more Data Warehouse reports as we continue to modify reports.

You will see these and several other new PeopleSoft fields in the Detail Transactions Inquiry and Pending Transaction Inquiry reports now.

Look for them over on the right side of the results.

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New EZ Access Accounts Payable Report:
Invoices Posted to the GL

This new Accounts Payable report will be very similar to the Paid Invoices Inquiry but will display all invoices that have been posted to the GL, paid and unpaid.

• **Paid Invoices Inquiry** can continue to be used to determine whether a vendor has received payment for an invoice.

• **Invoices Posted to the GL** can be used to determine what is going to hit your ledger.
FREQUENTLY ASKED QUESTIONS
Where is the SpeedTypes/LVPA screen in the GMC?

- The SpeedType/LVPA screen is available to authorized users under the Accounts menu in the GMC.
I’m not seeing the SpeedTypes/LVPA screen in the GMC. How do I get access?

To receive access to the SpeedType/LVPA screen in the GMC, request that your DSA (Department Security Administrator) grant you the GMC “Dept SpeedType Maintenance” role.
Vendors FAQs

I can no longer find the vendors I previously used in Travel or Disbursements/Online Form 5. Where did they go?

- When vendors were brought from the mainframe into PeopleSoft, a number of steps were taken to cleanup and filter the data that was brought over.

- As a result, not all vendors in the mainframe were brought into PeopleSoft.
How do I get old vendors loaded into PeopleSoft so I can use them in Travel or Disbursements/Online Form 5?

- To request that a vendor be added to PeopleSoft, follow the application’s normal procedure for adding a new vendor.

- For Travel or Disbursements/Online Form 5, click the Request New Traveler VendorID button or Request New Employee VendorID button, respectively, from the Vendor Query Form screen in the application.
Can I see my old vendors in the Data Warehouse EZ Access Vendor Inquiry report?

- Yes. Old vendors that were not loaded to PeopleSoft are still available for viewing via the Vendor Inquiry EZ Access report by selecting Vendor Status Code I - Inactive.
Do I need to add all of my departmental chartfields?

- Valid departmental chartfields (those with only A-Z, 0-9 and underscore ("_")) used with your accounts in the prior two years were loaded to the GMC on June 30th.

- Beginning July 1st, you must enter new departmental chartfields if you intend to use them in purchases or financial transactions, including those which may be used in TOE, TOSF, Form-5 Disbursements, Travel Reimbursements, FlexCard, PPS or recharges.
Departmental Chartfields

Will transactions be rejected if I have not defined a chartfield?

• Transactions with undefined departmental chartfields will not be rejected at this time. The undefined chartfields will be removed (changed to blank).
Departmental Chartfields

Do I need to link departmental chartfields with accounts-funds (LAF) in the GMC?

• It is only necessary to link departmental chartfields to account-funds, if you intend to use those combinations in Gateway Purchasing.
Departmental Chartfields

Will only the departmental chartfields I define be able to be used with my accounts?

- As long as a departmental chartfield has been defined it may be used with any Account-Fund (LAF), in PeopleSoft, regardless of department.
Do I need to start using Cost-Centers, Projects, and Cost-Types everywhere?

• There is no new requirement to use any of the departmental chartfields in any system or transactions.

• These fields are optional and can be left blank.
Can underscores still be used in departmental chartfields when I add them in the GMC?

- Yes, underscores can still be used in the GMC. However, we are evaluating disallowing them in the future.
What’s the problem with underscores?

- The problem is that Kronos does not support underscores. As a result, when underscores are used in Projects and Cost Centers in PPS and they then flow into Kronos, those Projects and Cost Centers error out in Kronos.

- In order to avoid those errors in Kronos, underscores should not be used in PPS.
Departmental Chartfields

Do I need to enter all my accounts and funds (LAF) in the GMC?

- All existing Accounts and Funds have been loaded in PeopleSoft.
- It is only necessary to add Accounts and Funds to the GMC if you intend to use them for Gateway Purchases.
Departmental Chartfields

Do I need to set the PPS and Gateway flags on the departmental chartfields that are loaded to the GMC?

- It should not be necessary for departments to manually update the departmental chartfields loaded to the GMC on June 30, 2015.

- Cost-Centers and Projects which existed in the GMC as of June 30 were marked to be used in Gateway.

- Cost-Types which have been used on Gateway orders were also loaded and marked to be used in Gateway.

- Cost-Centers and Projects which have been used in the prior 2 years for Payroll (PPS) transactions were marked to be used in PPS.
Departmental Chartfields

What will happen if I do not do anything?

• If a transaction is submitted to the ledger and the departmental chartfield has not been defined, it will be removed (changed to blank) upon posting the transaction.

• A Transfer of Expense transaction (TOE) could be used to later assign the departmental chartfield after the chartfield has been defined in the GMC.
Who can access the Cost-Center, Project, Cost-Type definition screens in the GMC?

- Department Purchasing Administrators (DPAs) will already have access to the departmental chartfield definition screens in the GMC.

- Departmental Security Administrators (DSAs) may allow access to these screens to additional users by assigning the Dept Chartfield Maintenance role to those users.
Will I need to include Cost-Types when building Account Strings in the GMC for use on Gateway Purchases?

- While Cost-Types are no longer a freeform field in Gateway and they must now be predefined in the GMC before being used in Gateway, they are not included in the defined Account String.

- Cost-Types are selected from a drop-down list when specifying the Account String on the Gateway order.
Departmental Chartfields

Why was a departmental chartfield which I had not defined allowed on a transaction posted to one of my accounts?

- PeopleSoft does not check that a departmental chartfield is used only with the accounts of the department defining the chartfield.
- A departmental chartfield defined by one department could be used with any department’s accounts.
- Departmental chartfields defined become part of a common “pool” of valid chartfields.
- You will, however, only see the chartfields you have defined, or which have previously been used with your accounts, in the GMC.
Why was a departmental chartfield which I had removed still allowed on a transaction to one of my accounts?

- Once a departmental chartfield has been defined to PeopleSoft, it remains valid in the “pool” of valid chartfields, even if a particular department removes it in the GMC.
Departmental Chartfields

In the future, will I be able to make sure only the chartfields I define are used with my accounts?

- Changes to allow improved tracking will be part of more comprehensive future improvements to the chart of accounts to support improved financial management and tracking.
Departmental Chartfields

Can I use departmental chartfields everywhere?

- While PeopleSoft supports the departmental chartfields on transactions, not all recharge systems today support using or validating these optional departmental chartfields.
Departmental Chartfields

Will I be able to “bulk” upload/download department chartfields in the GMC in the same way I do for accounts and funds?

- A bulk upload/download facility in the GMC, similar to that used to load Accounts or Funds to the GMC, will be added in the future.

- If a department is planning on adding a large number of new chartfields, ETS can load those fields for the department.
Departmental Chartfields & Underscores

My department doesn’t use Kronos. Are we still impacted?

- The message that PPS gives when a Project or Cost Center is entered with an underscore is a warning, not an actual error. As such, PPS will allow entries with departmental chartfields that contain underscores.

- Departments that are not using Kronos may continue to use underscores in departmental chartfields in PPS. However, if those Project and Cost Centers are still being used when your department starts using Kronos, you will be required to remove the underscores.
Departmental Chartfields & Underscores

Are my existing Projects and Cost Centers that have underscores in them impacted?

- All Projects and Cost Centers in the GMC that have underscores in them have been updated to disable the PPS flag.
Departmental Chartfields & Underscores

I have some Projects and Cost Centers in PPS that have underscores in them. What happens to them?

- We will reach out to the departments that may be impacted to ensure that they are not caught unaware if there is an intent to resume using departmental chartfields with underscores in the fall.

- If your department falls into that population, please make adjustments now rather than waiting until the fall.
QUESTIONS?