Agenda

1. Resources
2. Overview
3. Changes
4. Dates
5. Checklist
6. Questions
RESOURCES
www.ets.ucsb.edu/projects/financial-system/resources

Information Packet:
Differences between legacy system and PeopleSoft

Quick Reference Guide:
Creating and Managing Department Chartfields & SpeedTypes

Frequently Asked Questions:
Departmental Chartfields
Finding This Presentation

www.ets.ucsb.edu
PeopleSoft Financials

What’s the new system based on?
- PeopleSoft Enterprise Financials 9.1.

What’s PeopleSoft?
- PeopleSoft is a vendor-supported Oracle product used by universities and Fortune 500 companies.

Will departments use PeopleSoft?
- No, departments will not use PeopleSoft directly.

How will departments interact with the financial system?
- Through file interchange, existing web applications, and the Data Warehouse.
PeopleSoft is NOT on the mainframe

• Data will continue to be extracted to the Data Warehouse for reporting.

• Initially, departments will continue to upload journals and invoice files to the mainframe until transitioned at a later time.

• Online GL will continue to be the primary tool for viewing Ledger data.

• Leave Reporting Worksheet (PYLV) “backdoor” printing (PYLVJ037) of GL060 statements is not supported.
Systems being replaced by PeopleSoft

- Chart of Accounts (ALLN01)
- General Ledger Journal Processing (GL, FTD)
- Permanent Budget (BSL)
- Accounts Payable (APEX)
- Equipment Management (CATS)
- Plant Asset Accounting
- Facilities Management Recharge Billing (FAMAS)
### Current financial applications remaining (mostly) unchanged

<table>
<thead>
<tr>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of Expense (TOE)</td>
</tr>
<tr>
<td>Transfer of Funds/Transfer of Soft Funds (TOF/TOSF)</td>
</tr>
<tr>
<td>Web Travel Expense Voucher</td>
</tr>
<tr>
<td>Disbursements (Online Form-5)</td>
</tr>
<tr>
<td>FlexCard Allocation</td>
</tr>
<tr>
<td>FlexCard Management</td>
</tr>
<tr>
<td>Carry Forward of Funds</td>
</tr>
<tr>
<td>Online General Ledger</td>
</tr>
<tr>
<td>Invoice Image Repository (linked to OGL, EZAccess)</td>
</tr>
<tr>
<td>Billing Accounts/ Receivable Collections (BARC)</td>
</tr>
<tr>
<td>Gateway Procurement/GMC</td>
</tr>
<tr>
<td>Effort Reporting System (ERS)</td>
</tr>
</tbody>
</table>

**Campus web applications (TOE, TOF, Travel, Disbursements (Online Form-5), FlexCard)** will begin validating departmental chartfields (Cost-Center, Cost-Type, Project).
Payroll will continue to be processed at UCOP

• Paychecks and direct deposits are unchanged.
• Separation checks will continue to be initiated in PPS but will be processed through PeopleSoft.
• Leave Reporting Worksheet (PYLV) will remain on the mainframe.
• PPS will begin validating departmental chartfields (Cost-Center, Project).
Chart of Accounts is NOT changing (much)

- Program – rarely used, has been eliminated.

- Contract and grant award re-activation is more complex after closing. **Transactions after an award close-out should be avoided.**

- **Setting up contract and grant awards will take longer.**

- UCSB will be implementing a hard closeout deadline schedule. Departments will need to submit expenses to the Ledger by specific deadlines or have their contract and grant awards automatically closed out by Extramural Funds.
Legacy Journal & Accounts Payable file formats and forms continue to be supported

• Files continue to be uploaded or emailed as per current practice.
Journal Processing

• Ledger cycles and cutoff dates are unchanged.
Low-Value-Purchase Authorization (LVPA) numbers

- LVPA numbers continue to be supported as a “shortcut” called a SpeedType.
- LVPA numbers are used by FlexCard, Mailroom, Furniture Services, and the Bookstore.
- Effective July 1, new SpeedTypes (LVPA’s) will need to be created in the GMC.
- Existing LVPA numbers from REX will be added to the GMC during the data conversion on the evening of June 30.
- LVPAAs are NOT used as a purchasing vehicle.
- Departmental Security Administrators (DSAs) will need to authorize users to create new SpeedType (LVPA) numbers.
What are departmental chartfields?

- Accounting chartfields
- Cost-Center, Project, or Cost-Type accounting chartfields

What do departmental chartfields do?

- They allow departments to track expenditures with more detail than just the LAFS
PeopleSoft requires that ALL chartfields be defined before being used in financial transactions.
PeopleSoft also only allows

• capital letters A-Z
• numbers 0-9
• underscore ("_")

in the departmental chartfields.
Valid chartfields used in transactions posted to the ledger in the last 2 years will be loaded to PeopleSoft on June 30.
If a department needs to use a departmental chartfield that has

• not been used in the previous two years, or
• has never been used,

it must be added to PeopleSoft.
The Gateway Management Console (GMC) is the tool that allows departments to define new departmental chartfields in PeopleSoft.
Undefined chartfields will not be allowed on a transaction.

Transfer of Expense (TOE)
Transfer of Funds (TOF)
Form-5 Disbursements
Travel Reimbursement
Flexcard
Gateway Purchasing
Payroll & Personnel (PPS)

will validate departmental chartfields to ensure they have been defined in PeopleSoft
Journals submitted through recharge systems or e-journals will have these chartfields checked upon posting.

Undefined departmental chartfields will be removed before the transaction is posted to PeopleSoft.
Timing

• Departmental chartfields added to the GMC will be loaded to PeopleSoft **EVERY HOUR**, on the hour.

• Departmental chartfields will be updated in PPS **NIGHTLY**.

• Beginning July 1, 2015, departments will need to define any new Cost-Centers, Cost-Types or Projects in the GMC at least **ONE HOUR** prior to creating a transaction in TOE, TOF, Form-5 Disbursements, Travel Reimbursement or FlexCard systems.

• New departmental chartfields should be defined **AT LEAST 1 DAY** prior to creating payroll distributions in PPS using these new fields.
### When will these changes take effect?

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>Departments should begin adding new departmental chartfields to the GMC.</td>
</tr>
<tr>
<td>July 1</td>
<td>The Form-5 Disbursements, Travel Reimbursement, FlexCard, and PPS systems are expected to begin checking departmental chartfields.</td>
</tr>
<tr>
<td>August 10</td>
<td>The Transfer of Expense (TOE) and Transfer of Funds (TOF) systems will begin checking departmental chartfields.</td>
</tr>
</tbody>
</table>
Will I need to enter all my accounts and funds (LAF) in the GMC?

All existing Accounts and Funds will be loaded in PeopleSoft.

It is only necessary to add Accounts and Funds to the GMC if you intend to use them for Gateway Purchases.
What will happen if I do nothing?

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 link departmental chart-fields with accounts-funds in the GMC?

It is only necessary to link departmental chartfields to account-funds, if you intend to use those combinations in Gateway Purchasing.
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.
Will only the departmental chartfields that 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.
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.
Creating & Managing Department Chart Fields & SpeedTypes

GATEWAY MANAGEMENT CONSOLE
Creating and Managing Cost Centers

- Access Accounts > Cost Centers.
- Use the Department dropdown to select appropriate department.
- Enter in the Cost Center and a description. The system will auto-enable your Cost Center for use in Gateway.
- Check the PPS Box if you need the Cost Center to be PPS-enabled.
- Uncheck the Gateway box if the Cost Center is for non-Gateway use.
- Click “Add”.
Creating and Managing Project Codes

a. Access Accounts > Project Codes.
b. Use the Department dropdown to select appropriate department.
c. Enter in the Project Code and a description to auto-enable your Project Code for use in Gateway.
d. Similar to Cost Center, Check the PPS Box if you need the Project Code to be PPS-enabled.
e. Uncheck the Gateway box if the Project Code is for non-Gateway use.
f. Click “Add”.
Creating and Managing Cost Types

a. Access Accounts > Cost Types.

b. Use the Department dropdown to select appropriate department.

c. Enter in the Cost Type and a description to auto-enable your Cost Type for use in Gateway.

d. Uncheck the Gateway box if the Project Code is for non-Gateway use.

e. Click “Add”.

Creating and Managing Cost Types
(continued)

Cost Types will need to be validated rather than entering open ended values. Cost Types will need to be built first in the GMC, in the same manner as Cost Centers and Project Codes. They will not need to be added to each LAF as part of the Full Accounting Unit (FAU), but will instead become a dropdown selection in Gateway.

Here’s a preview of how Cost Types will look in Gateway:
Creating and Managing SpeedTypes

• Since Gateway was rolled out, “low value numbers” have remained for use by FlexCard, Mailroom, Furniture Services, and Bookstore.

• Low value numbers are now called SpeedTypes.

• Effective July 1, 2015, new SpeedTypes will need to be created in the GMC.
Creating and Managing SpeedTypes

a. Access Accounts > SpeedTypes (LVPA)
b. Use the “Department” dropdown to select the appropriate department if necessary.
c. Click "Build New SpeedType" button.

The "Build New SpeedType" pop-up window will appear.

d. Fill in the appropriate fields. LAF, Sub, and Object Code are required fields.

e. Close the pop-up window by clicking any of these options:

   i. Save - saves info, assigns a sequential number to the SpeedType, and returns to the Manage SpeedTypes list screen.

   ii. Save & Add Another - saves the info, assigns a sequential number to the SpeedType, and resets the Build New SpeedType screen for creation of another SpeedType.

   iii. Save & Add Another with same LAF - saves the info, assigns a sequential number to the SpeedType, and resets all of the Build New SpeedType screen except for the LAF field, thus allowing for creation of another SpeedType with the same LAF.

   iv. Close - cancels creation of the SpeedType and returns to the Manage SpeedTypes list screen.
ACCOUNTS PAYABLE
Accounts Payable

- 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).

- For SciQuest purchases, sales tax and freight charges will not be separate transaction lines in the Ledger.
  
  - Sales tax will be allocated to taxable items by distribution.
  
  - Freight will be allocated to distribution totals by dollar value as a percent of total line item value.
EQUIPMENT MANAGEMENT
Department Preparation of EIMRs

- Online Equipment Inventory Modification Request (EIMR) for disposals and transfers/loans will cease to be available as of July 1.

- Departments’ ability to update asset records (location, user, serial number, etc.) will cease as of July 1. Departments must submit an Asset Information Update Form to Equipment Management, which will make the changes.
WEB APPLICATIONS
All Web Applications

• 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.
FlexCard

• 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.

• LVPA (SpeedType) numbers can continue to be used in the Allocation Module, but new ones must be set up in the Gateway Management Console.

• Approved transactions will be posted nightly to the pending General Ledger and will not be held during monthly/yearly close.
DATA WAREHOUSE
Data Warehouse

• We expect most DW reports to continue to work; we are simply populating the existing tables with data from a new source.

• Two popular fields will be larger: reference number & invoice number.

• PeopleSoft has a concept of unposting ledger transactions. Unposted transactions will be available in the DW but most popular reports will exclude them by default.

• New PeopleSoft ledger fields will be appended to some DW reports.

• Minor changes have been made to accounts payable reports.

• Questions regarding the DW should be directed to Mary or Darshan at data.warehouse@isc.ucsb.edu.
DATES
**July 1**
- Departmental chartfields which have not previously been used must now be created in the GMC prior to submitting transactions
- PPS now validates departmental chartfields Cost-Center and Project upon data entry.

**June 30**
- Chartfields used in the Ledger prior to June 29 will be loaded to the GMC
- BARC/Cashier’s Office closes at 2:00pm.

**June 29**
- Last payments from APEX produced.

**June 29 – July 5**
- Campus Accounts Payable Web Applications are unavailable.

**June 30 – July 5**
- Only payments deemed critical by the Campus Controller will be issued.

**July 6**
- Invoice data from PeopleSoft appears in the Data Warehouse.
- Standard payment processing will resume.

**August 8 – August 10**
- Campus Ledger Web Applications (TOE, TOF, TOSF) are unavailable.

**August 15 – August 16**
- General Ledger tables and reports in the Data Warehouse are unavailable.

**August 17**
- July ledger data are available in the Data Warehouse.

**July 1 – July 20**
- Asset Management records cannot be updated.
### Accounts Payable

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 29, 2015</td>
<td>Last payments from APEX produced.</td>
</tr>
<tr>
<td>June 29 – July 5, 2015</td>
<td>Campus Accounts Payable Web Applications (Travel, Disbursements (Form-5), Flexcard) are unavailable.</td>
</tr>
<tr>
<td>July 6, 2015</td>
<td>Invoice data from PeopleSoft appears in the Data Warehouse.</td>
</tr>
</tbody>
</table>

### Asset Management

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 – July 20, 2015</td>
<td>Asset Management records cannot be updated.</td>
</tr>
</tbody>
</table>

### Billing Accounts Receivable Collections (BARC)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30, 2015</td>
<td>BARC/Cashier’s Office closes at 2:00pm.</td>
</tr>
</tbody>
</table>

### General Ledger – Data Warehouse

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15 – August 16, 2015</td>
<td>General Ledger tables and reports in the Data Warehouse are unavailable.</td>
</tr>
<tr>
<td>August 17, 2015</td>
<td>July ledger data are available in the Data Warehouse.</td>
</tr>
</tbody>
</table>

### Payroll

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2015</td>
<td>PPS validates departmental chartfields Cost-Center and Project upon data entry.</td>
</tr>
</tbody>
</table>

### Web Applications

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 8 – August 10, 2015</td>
<td>Campus Ledger Web Applications (TOE, TOF, TOSF) are unavailable.</td>
</tr>
</tbody>
</table>
CHECKLIST
Preparing for Go Live

- Submit payment requests for vendor invoices needed before fiscal year-end ASAP.
- Review the packet of differences between the legacy financial system and PeopleSoft if you haven’t already.
- Review the instructions for creating and managing department chartfields in the GMC.
- Review the FAQs on departmental chartfields.
- Review the documentation on changing reports and columns in the Data Warehouse for the General Ledger and Accounts Payable:

Plan for the following:

- Campus Accounts Payable Web Applications (Travel, Disbursements (Form-5), Flexcard) are unavailable June 29 – July 5, 2015.
- BARC/Cashier’s Office closes at 2:00pm on June 30, 2015.
Contacts for Applications (Post Go Live)

Flexcard
Vaughn Boyle x7377 / Lynn Corrigan x4073

TOE/TOSF
Gil Luna x3854

Travel/Disbursements
Steve Kriz x3480

TOF
Ambar Campos x2054

Data Warehouse
Mary Wenzel x8882 / Darshan Etz x3937