

PeopleSoft Financials Upgrade and Grants Implementation 9.0

EABM / Communication Partners Meeting



June 5, 2009

AGENDA



- ✓ **Project Update**
- ✓ **Budget Approver Role/Access Request Form**
- ✓ **Training and Testing Update**
- ✓ **Post Production Support**
- ✓ **FAQ's**

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Project Update - Timeline

FY 2008-09

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
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Planning

Fit-Gap

Design

Configuration

Build

Testing Phases

Main Training

Online UPK Training

Go
Live

July 13

Production
Support

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Project Update – Current Status

- ✓ Following phases have been completed: Fit/Gap, Design, Configuration and Build
- ✓ Testing phase is in progress with Unit, System and Integration test cycles completed. User Acceptance testing (UAT) begins on June 08th. SMEs and Communication Partners will be conducting UAT. Schedules have been distributed.
- ✓ Financial Training effort is in progress. We have trained close to 300 people already. The total number of people to be trained is about 1500!
- ✓ OSRA Training schedule for College and Center Administrators for 'Managing Grants in PeopleSoft' course is being distributed to the approximate 90 College and Center Grant Administrators.
- ✓ Grants conversion is being thoroughly tested. The last run was including about 95% of production data. Validation of conversion has started and will continue thru UAT.
- ✓ Foundation conversion is being analyzed and mapped. It will be tested during the User Acceptance Testing
- ✓ Workflow and security are being finalized. These functions will be fully available during User Acceptance Testing
- ✓ Preparations for cut-over are fully in progress. The detail schedule is being mapped including timings and resources. We are starting upgrade/conversion on July 4th and plan to complete on July 12th.
- ✓ Please visit Project Website: <http://panthersoft.fiu.edu/financials/>

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Org Department /Approvers

ALL_DEPTS - All Departments

- ACADEMIC_AFFAIRS - Academic Affairs
 - UNIVERSITY_TECH - University Technology
 - UTS - University Technology Service
 - [143300000] - Operations
 - [143301000] - UTS Operations
 - [143400000] - Support Center
 - [143800000] - Meda Technology Support
 - [144000000] - PantherSoft
 - [144200000] - Network Services
 - [144300000] - Center for Internet Augmented

Org Departments / Budgetary Approver structure

Org Department Approvers

SetID: FIU01
 Department: 144000000 PantherSoft

Approvers	
Primary:	<input type="text" value="1648517"/> <input type="button" value="Search"/> Parrilla,Rosa
Secondary:	<input type="text" value="1315685"/> <input type="button" value="Search"/> Grillo,Robert N

[Reload From Tree](#)

IMPORTANT: The DEPT_ROLLUP tree has changed. Press the Reload button.

Org Activities		Customize Find View All	First	1-10 of 12	Last
Activity	Activity Description				
1 143000101	ADMINISTRATIVE COMPUTING				
2 144000101	PANTHERSOFT SA				
3 144000102	PANTHERSOFT FINANCIALS				
4 144000103	PANTHERSOFT ADMINISTRATIVE				
5 144000104	PANTHERSOFT REPORTING				
6 144000105	PANTHERSOFT INFRASTRUCTURE				
7 144000106	PANTHERSOFT TECHNICAL TEAM				
8 144000107	PANTHERSOFT HUMAN RESOURCES				

- Primary Budgetary Approver:**
- ✓Asset Manager (excluding Mass Transfers and Assets w/Projects*)
 - ✓Primary Requisitions approver
 - ✓Primary T&E approver
 - ✓KK notifications
- Secondary Budgetary Approver:**
- ✓Secondary Requisitions Approver
 - ✓Secondary T&E approver

* All assets originally assigned to a Project ID will also now have the Organizational Department ID. Asset Transfers will only occur for transfers across Organizational Department IDs

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Workflow Approver Matrix

Module	Activity	Approver Type
Purchasing (PO)	Requisitions to Non-Project	Budgetary Primary and Secondary Hazardous Materials (if hazard)
Purchasing (PO)	Requisitions to Project	Project Manager (PI) OSRA (over \$10,000) Hazardous Materials (if hazard)
Accounts Payable (AP)	Invoices	Accounts Payable Manager
Travel & Expense (EX)	TAR to Project	Supervisor Budgetary Primary and Secondary (PM/PI) OSRA Supplemental (all amounts)
Travel & Expense(EX)	TAR to Non-Project	Supervisor or Proxy Designee Budgetary Primary and Secondary
Travel & Expense (EX)	Cash Advance	Budgetary Primary and Secondary Prepay Auditor
Travel & Expense(EX)	Expense Report for University to Non-Project	Budgetary Primary and Secondary Prepay Auditor
Travel & Expense(EX)	Expense Report for University to Non-Sponsored Project	Budgetary Primary and Secondary Project Manager/PI Prepay Auditor
Travel & Expense(EX)	Expense Report for Grant (Sponsored Project) < \$10,000	Budgetary Primary and Secondary Project Manager/PI Prepay Auditor
Travel & Expense (EX)	Expense Report for Grant (Sponsored Project) > \$10,000	Budgetary Primary and Secondary Project Manager/PI OSRA Supplemental (Grant over 10K) Prepay Auditor
Travel & Expense (EX)	Expense Report for DSO's	Budgetary Primary and Secondary Supplemental Approver Prepay Auditor
Asset Management (AM)	Asset Transfer Approval	Budgetary Primary approver only
Commitment Control (KK)	KK Budget exception notifications	Budgetary Primary approver only

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Access Request Form

Online Access Request Form (ARF) is changing in terms of processing and format

- ✓ ARF will require an electronic signature of the person requesting an access for the employee
- ✓ Upon completion, form will be automatically emailed to Financial Systems & Reporting group
- ✓ Financial System and Reporting group will completely process the form and let the requestor know when it's complete
- ✓ The following roles could be requested using ARF:
 - ✓ Create Requisition access (up to 4 Authorized Requestors after go-live)
 - ✓ Credit Card Holder - either Commodity or Group Travel cards
 - ✓ Credit Card Reconciler or Approver (up to 4 Proxies after go-live)
 - ✓ Budget Transfer Initiator (Departments only)
 - ✓ Budget Transfer Approver (Departments only)
 - ✓ Student Assistantship\Grants and External Award Management (Departments and Projects, but projects security will be managed by the post-award staff)
- ✓ Self-Service Roles for Traveler and Asset Management, as well as Inquiry access will be assigned automatically to each PeopleSoft user

PeopleSoft Financials Upgrade and Grants Implementation 9.0 *Training Update*

- ✓ Invited over 1,500 employees to Instructor Led Training
- ✓ Began Instructor Led Courses on May 26th at Library Room GL 265
- ✓ Over 300 employees have already been trained between May 26th and June 4th on the four courses offered
- ✓ Invitations are being sent out this week by OSRA for the June 'Managing Grants in PeopleSoft' workshops for College and Center Administrators of Grants.
- ✓ Compiling list of Frequently Asked Questions & Answers to be posted on the Project Website
- ✓ Training Website almost 100% complete and contains:
 - ✓ UPK Online Training Tool
 - ✓ Schedules for Instructor Led Courses and Open Labs
 - ✓ Business Process Flowcharts
 - ✓ Business Process Documents
 - ✓ Training Class Presentation
 - ✓ Master Training Guide
 - ✓ Training Manuals for each Step-By-Step Topic
 - ✓ Quick Reference Guides
- ✓ **Important Dates**
 - ✓ Instructor Led Training for the Project will end on July 9, 2009
 - ✓ Open Labs will commence on July 14, 2009 through August 21, 2009 at GL 265

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Production Support Services provided by the FSR Group

Financial Systems and Reporting Production Support Services

Provides the following services for Asset Management, General Ledger, Travel & Expense, Purchasing and Payables:

CALL CENTER OPS STAFF

- ✓ Basic Troubleshooting
- ✓ FAQ
- ✓ Step by Step Overview of Transactions
- ✓ Review Quick Reference Guides

ANALYSTS

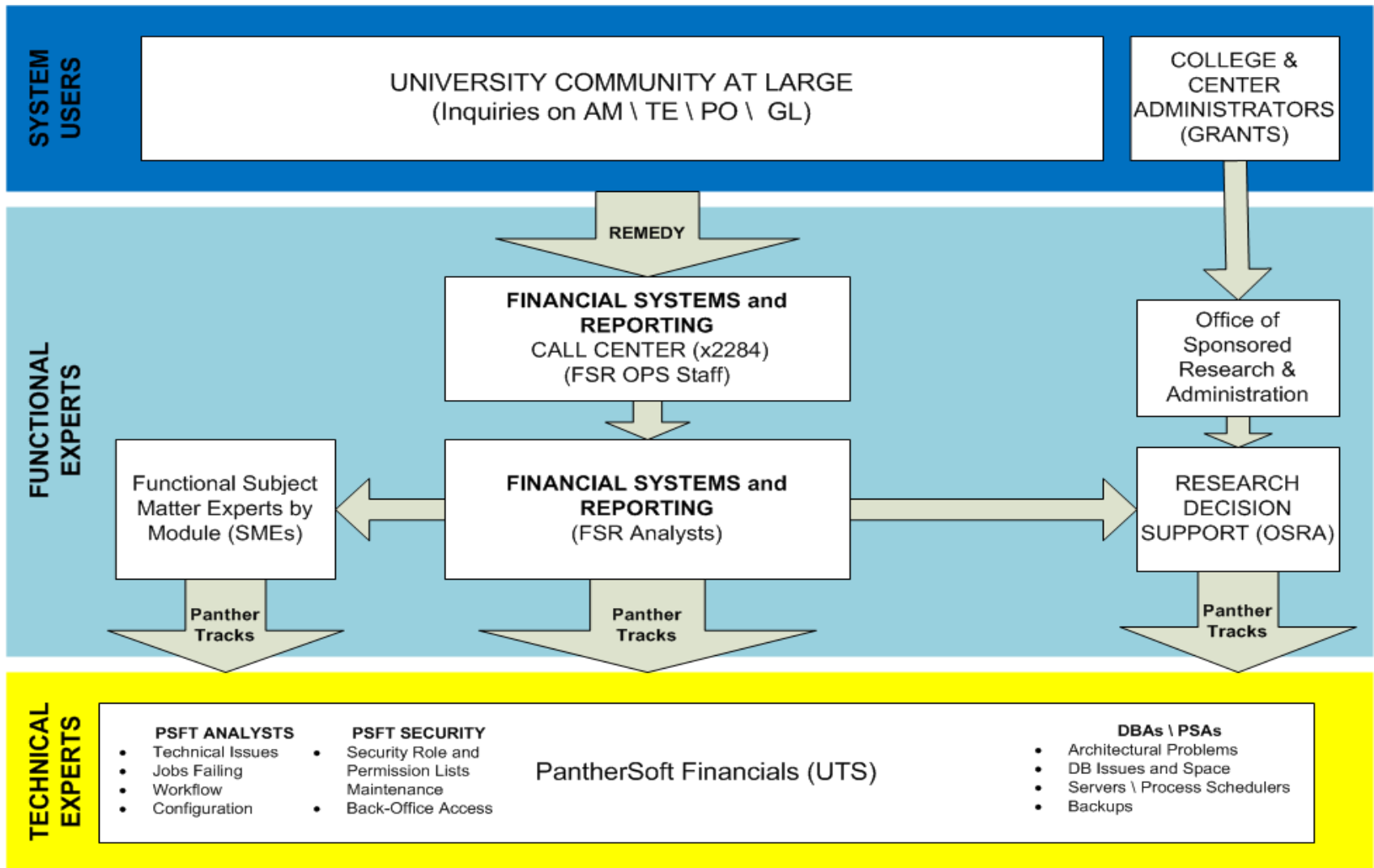
- ✓ Processing of ARF Forms (Setup of User Preferences and Security)
- ✓ Resolving Basic, Intermediate and Complex functional system issues
- ✓ Reporting \ Query Needs
- ✓ Provide Instructor Led Training
- ✓ Open Labs
- ✓ Explanation of Business Processes by Module
- ✓ Categorizing and Disseminating of Issues to respective Area (SME \Technical \OSRA)

PLEASE NOTE: Ongoing Instructor Led Training and Open Labs Schedule is TBD after August 21, 2009. Updates will be posted on project website.

OSRA will be communicating by July the schedule and location for the Grants specific Open Labs and training sessions at the College Locations to be held starting in July.

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Production Support Flowchart



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FAQs and T&E Card Highlights

FAQs

- ✓ Travel and Expense
- ✓ Purchasing
- ✓ Asset Management
- ✓ Financial Reporting and Budgeting

T&E Card Highlights

- ✓ Process for University ONLY travel (including Grants)
- ✓ Process for DSO Travel and Entertainment Expense
- ✓ Process for Reimbursement for Entertainment Expense
- ✓ Process for Travel Split between the University and a DSO
- ✓ Storage of the Scanned Receipts