

The Florida International University
PantherSoft Financials Upgrade 9.0
and Grants Implementation
Team Meeting



January 21, 2009

The Florida International University
PeopleSoft Financial Upgrade 9.0 and Grants Implementation

AGENDA



- **Modules Update** Larisa Goldberg
- **Timeline** Larisa Goldberg
 - **Design Walkthroughs**
 - **Testing Strategy**
- **Communication Matrix** Danielle Miller

Accounts Payable Update

- ✓ Design phase is 85% complete with all design sessions conducted
- ✓ AP configuration and documentation targeted completion date is end of January
- ✓ ALEPH interface meetings begun. Requirements gathering and data mapping are in progress
- ✓ Begin review and analysis of required testing scenarios and scripts
- ✓ Compiling list of new and changed Business Processes
- ✓ Single Vendor Functionality
 - ✓ Will not need to set up a new vendor ID for each single pay vendors can record these at the voucher level
 - ✓ Can be used to reimburse job candidates eliminating need to establish panther ID for non-employees for reimbursement purposes
- ✓ Let system automatically calculate discount using date of invoice
 - ✓ Speeds entry
 - ✓ Allows use of payment dates established in system

General Ledger Update

- ✓ GL/KK Fit/Gap is complete and signed-off
- ✓ Design sessions are in progress and projected to complete by the end of January. Covered Chart of Accounts, Budget Accounts, Organizational Departments, Budget Reference for Financial Aid, new Project Chart fields, Standard Journals, Batch Journal Budget Checking, and Allocations to KK Ledgers.
- ✓ Future sessions include KK Ledger setup and control, Combo Editing, Inter/Intra-unit with Affiliates, Closing GL Ledgers, Budget Closing, and Speedtypes.
- ✓ Current priorities to complete by the end of January are Organizational Departments finalized for configuration, new standardized Budget Accounts and tree structure for non-Project/Construction activities, and Org Department mappings to Projects for conversion Creating edits in the system at the point of data entry to reduce the need for correcting coding errors.
- ✓ Proposed use of 'track' instead of 'control' for budget reducing budget exceptions and speeding up posting of journals
- ✓ Expand use of spreadsheet upload
- ✓ System functionality available to automate entry of similar or identical journals. Template journal entries can be established for regular, periodic transactions

Purchasing Update

- ✓ Design Phase is 75% complete. Projected completion is the end of January
- ✓ Addressing details of using Procurements Contracts, specifically for Construction needs
- ✓ Analyzing requirements to load and handle transactions for the new Pcard process
- ✓ Begin review and analysis of required testing scenarios and scripts
- ✓ Compiling list of new and changed Business Processes
- ✓ Define and document PO Rollover process
- ✓ Workflow approvals setup - designing the process and developing the detail specs

Purchasing Update – Pro Card

Proposed Purchasing and Travel & Entertainment Card Environment

- ✓ Existing Purchasing Card will be used to purchase commodities
- ✓ A Separate Travel & Entertainment Card for individuals who frequently travel and/or entertain
- ✓ Purchases made with the University T& E card, are reimbursed for charges to the employee upon submission and approval of an expense report
- ✓ University T& E Cards will be issued directly to the employee who receives a bank statement and who is directly responsible for payment to the bank
- ✓ If the employee is compliant with the established deadlines they will receive a direct deposit reimbursement or cash advance before the payment is due.

Asset Management Update

- ✓ Design phase is 85% complete
- ✓ Currently finalizing and documenting the Lease process
- ✓ Begin review and analysis of required testing scenarios and scripts
- ✓ Compiling list of new and changed Business Processes
- ✓ Defining process for maintaining Budget manager/ Department relationship, which in turn will impact Employee Self-Service setup
- ✓ Design of the Physical Inventory process depends in upgrading the High Jump system
- ✓ We are proceeding with the High Jump upgrade, engaging consulting services for the accelerated upgrade, renewing maintenance and buying additional scanners.

Travel and Expense Update

- ✓ This module is practically being re-implemented with major customizations being eliminated
- ✓ Design phase is 65% completed with several sessions remaining
- ✓ Configuration and documentation estimated completion date is third week of February (excluding workflow)
- ✓ Workflow functional document estimated completion date last week of February
- ✓ Begin review and analysis of required testing scenarios and scripts
- ✓ Compiling list of new and changed Business Processes
- ✓ Mechanize the expense voucher process
- ✓ Move purchases to the purchasing module
- ✓ Bank will load travel expenses daily into PeopleSoft
- ✓ Reduce number of billing types to 2, Out of Pocket and University Paid

Direct Support Organizations Update

- ✓ Completed Fit Gap documentation for Foundation (FIU02) and received approval sign-off. When FIU02 business requirements differed from FIU01, those differences are captured and documented
- ✓ The DSO's requirements are being considered/discussed in each module design session, and design documents modified where the design / configuration will be different
- ✓ The basic configuration for GL and AP for FIU02, (Foundation) and FIU06, (Faculty Practice), has been done, and is being documented in a configuration document
- ✓ Obtained access to the legacy database (FundWare). The conversion mapping of legacy ledger data to the PeopleSoft/GL is in progress

Grants Suite Update

Grants, Contracts, Project Costing, Billing, and Accounts Receivable

■ **Business Processes**

- ✓ Completed current state discovery and Fit-Gap sessions
- ✓ Conducted future business process design sessions
- ✓ On target to complete an initial draft of 23 business process documents covering proposal entry to cash management by the end of January

■ **Configuration**

- ✓ Finalized configuration of all Grants suite modules (i.e. Grants, Contracts, Project Costing, Billing, and Accounts Receivable)
- ✓ Anticipate configuring and validating the development environment in preparation for Unit Testing by the end of January

Grants Suite Update

Grants, Contracts, Project Costing, Billing, and Accounts Receivable

■ Conversion

- ✓ Completed the initial data mapping of external data sources to the Grants suite modules (i.e. InfoEd to PeopleSoft Grants)
- ✓ On target to complete the conversion design documents by the end of January. The following key activities will be addressed:
 - Proposal creation
 - Award generation
 - Contract activation
 - Conversion of existing Project ID's
 - Transactional conversion
 - Budgets
 - Fund conversion
 - Department conversion
 - Cumulative billed by award
 - Open accounts receivable balance by award
- ✓ Initiated conversion development effort

Grants Suite Update

Grants, Contracts, Project Costing, Billing, and Accounts Receivable

- **System Testing**

- ✓ Began preparation for unit testing which is scheduled to begin in March
- ✓ Creation of test scripts will begin in February

- **Development**

- ✓ Development of Grants suite modifications and reports will begin in February

Construction Projects Update

- ✓ Fit Gap Sessions have been completed
- ✓ Project costing functionality sessions have been conducted
- ✓ Required reports have been Identified
- ✓ The chartfield layout design is being determined by facilities management
- ✓ Meetings with UF and FSU are being conducted to understand design operation and reporting needs
- ✓ Procurement contracts are being considered as a viable tool to handle most construction purchase orders

Design Walkthroughs

- ✓ The purpose of the walkthroughs is to validate Design phase deliverables for the Upgrade path and to confirm that FIU Fit/Gap requirements are fulfilled
- ✓ Organized by business processes with stress on new and changed functionalities conducted by consultants
- ✓ Participants will include Technical and Functional Leads, Functional Support Groups and Steering Committee members.

Testing Strategy

- ✓ Testing phase is used to validate Financial Upgrade and Grants Conversion processes, test new and changed functionality, and verify Grants implementation
- ✓ There are three testing cycles– Unit, System and User Acceptance Testing (UAT)
- ✓ Every time we prepare for the testing cycle, DBA (s) and PSA (s) execute test of Move-To-Production (MTP)
- ✓ Every MTP includes delivered upgrade process, internal configurations requiring migration and customizations to re-apply
- ✓ Our goal is to alleviate issues related to the upgrade process and develop an automated and seamless process of populating configurations and customizations. These will allow for the acceptable go-live schedule.

PeopleSoft Financial Upgrade 9.0 and Grants Implementation

Testing Cycle	Goal	Audience	Tentative Date
Unit Test	<ul style="list-style-type: none"> •Test Initial configurations •Some approved and retrofitted customizations •Validate data before and after upgrade 	<ul style="list-style-type: none"> •Technical Leads •Consultants •Developers •Functional Leads 	3/02/2009
System Test 2 cycles	<ul style="list-style-type: none"> •Test Configurations •Majority of customizations •Interfaces as they being developed •Business processes •Workflow concept •Grants Conversion •GL re-balance related to Grants •Tentative security 	<ul style="list-style-type: none"> •Technical Leads •Consultants •Developers •Functional Leads •Functional Support group (2nd cycle) 	3/30/2009 4/24/2009
User Acceptance Test	<ul style="list-style-type: none"> •Customizations and Interfaces •Complete Business processes including Year-End •Workflow 'as if in production' •Grants Conversion •GL re-balance related to Grants •Go-Live security 	<ul style="list-style-type: none"> •Technical Leads •Consultants •Developers •Functional Leads •Functional Support Group •Super users that are defined by Communication Partners 	5/22/2009

PeopleSoft Financial Upgrade 9.0 and Grants Implementation Communication Matrix

	General Target Audience	Communication Vehicle	Frequency
Executive	Board of Trustees	Meeting	Quarterly
	Operations Committee	Meeting	Monthly
Deans	Deans Advisory Council	Meeting	Monthly
	CADS - Council of Asst./Assoc. Deans	Meeting	Quarterly
	G 51	Meeting	Quarterly
End Users	Faculty Senate Technology Committee	Meeting	Quarterly
	Research Council Group	Meeting	Monthly
	Faculty Senate	Meeting	Quarterly
	PI Support Group	Meeting	Monthly
End Users	ITA Committee - Information Technology Administrators	Meeting	Quarterly
	UTS Customer Care Team	Meeting	Biweekly
	Faculty/ Staff at Large	Email / University Mail	Bi- Monthly
	Faculty/ Staff at Large	IT Newsletter	
	Communication Partners	Meeting	Monthly
Project Team	PantherSoft Steering Committee	Meeting	Ongoing
	Financials Project Team	Meeting	Bi Weekly
	Grants Project Team	Meeting	Weekly

Questions?

