



Oracle PeopleSoft Enterprise General Ledger 8.9 Fit/Gap Session Findings

UNIVERSITY SYSTEM OF GEORGIA

VERSION 1.5

NOVEMBER 16, 2006

| Document Control | | | | |
|-------------------------------|-----------|---------|-----------------|---|
| Author | Date | Version | Filename | Changes |
| Fred Muise, Oracle Consulting | 11-Oct-06 | 1.0 | GLFitGap1.0.doc | Initial draft |
| Fred Muise, Oracle Consulting | 13-Oct-06 | 1.1 | GLFitGap1.1.doc | Published draft |
| Craig Golden, Skybridge | 17-Oct-06 | 1.2 | GLFitGap1.2.doc | Revisions to include commitment control configuration options |
| Craig Golden, Skybridge | 30-Oct-06 | 1.3 | GLFitGap1.3.doc | Revisions to include explanations of all outstanding issues |
| Craig Golden, Skybridge | 15-Nov-06 | 1.4 | GLFitGap1.4.doc | Addressed open issues |
| Craig Golden, Skybridge | 16-Nov-06 | 1.5 | GLFitGap1.5.doc | Future State & Risk Mitigation Plan |

| Related Documents | | | |
|-------------------------------|-------------|---------|---|
| Author | Date | Version | Title / Filename |
| Fred Muike, Oracle Consulting | 10-Oct-06 | 1.1 | GL_Business_Process_Review 1.1.doc |
| Fred Muike, Oracle Consulting | 12-Sep-06 | 1.0 | GL_GAP Project ChartField 1.0.doc |
| Fred Muike, Oracle Consulting | 12-Oct-06 | 1.0 | GL_GAP Encumbrance JE 1.0.doc |
| Fred Muike, Oracle Consulting | 12-Oct-06 | 1.0 | GL_GAP PC ChartFields 1.0.doc |
| Craig Golden, Skybridge | 17-Oct-06 | 1.0 | AIC – Hard Close 1.0.ppt |
| Craig Golden, Skybridge | 17-Oct-06 | 1.0 | AIC – Ledger Options 1.0.ppt |
| Craig Golden, Skybridge | 17-Oct-06 | 1.0 | AIC – Combination Editing 1.0.ppt |
| Craig Golden, Skybridge | 17-Oct-06 | 1.0 | AIC – Fund Balancing 1.0.ppt |
| Craig Golden, Skybridge | 17-Oct-06 | 1.0 | AIC – KK Data Structure Changes 1.0.ppt |
| Craig Golden, Skybridge | 16-Nov-2006 | 1.0 | Budget Override |
| Craig Golden, Skybridge | 16-Nov-2006 | 1.0 | Effective Dating |
| Craig Golden, Skybridge | 16-Nov-2006 | 1.0 | Fund Balancing |
| Craig Golden, Skybridge | 16-Nov-2006 | 1.0 | Hard Close |
| Craig Golden, Skybridge | 16-Nov-2006 | 1.0 | Ledger Chartfields and Period Options |
| Craig Golden, Skybridge | 16-Nov-2006 | 1.0 | Secured Budget Events |
| Craig Golden, Skybridge | 16-Nov-2006 | 1.0 | Consolidations Database |
| Craig Golden, Skybridge | 16-Nov-2006 | 1.0 | Flex Chartfield |
| Craig Golden, Skybridge | 16-Nov-2006 | 1.0 | Budget Period |

| Related Documents | | | |
|----------------------------|-----------------|---------|--------------------------------|
| Author | Date | Version | Title / Filename |
| Craig Golden, Skybridge | 16-Nov- 2006 | 1.0 | Control Budget Ledgers |
| Craig Golden, Skybridge | 16-Nov- 2006 | 1.0 | Personnel Services and Other |
| Craig Golden, Skybridge | 16-Nov- 2006 | 1.0 | Keep Drop of Delivered Objects |
| Craig Golden, Skybridge | 16-Nov- 2006 | 1.0 | Department Security |
| Craig Golden, Skybridge | 16-Nov- 2006 | 1.0 | Mandatory use of SHPs |

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1. Summary

The purpose of this document is to summarize the current General Ledger functionality and determine organizational and system impacts of an upgrade to Oracle PeopleSoft General Ledger 8.9. Fit gap sessions were held on September 11 – 14, 2006, with the following participants:

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Carl Paroby, Oracle Project Director
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The Board of Regents of the University System of Georgia oversees 35 public universities and colleges within the state of Georgia. Each institution has its own PeopleSoft database. Users from one institution cannot access the databases for the other institutions. The University System Office (USO) also has its own database. Throughout this document the word “institution” is used to refer to the individual college, university, USO or respective database. The Office of Information and Instructional Technology (OIIT) maintains 34 Oracle PeopleSoft databases for these institutions. This document focuses on the fit of PeopleSoft 8.9 for the databases maintained by OIIT.

In addition to impacts, risks and opportunities were identified along with required actions.

Identified gaps have been further defined in individual summary documents where necessary.

NOTE – The user experience (pages and navigation) has changed significantly from PeopleSoft 7.5 to PeopleSoft 8.9. From this perspective all system features and functions will impact training.

| Business Process/ Feature Function | Impacts | | | | Notes |
|--|------------------|----------|-------------------------------|--------|--|
| | Business Process | Training | Change Mgmt Communications | Config | |
| 2. Business Unit Structure Definition Row Security | | | | Yes | <p>Each institution (and their respective PeopleSoft database) has only one GL business unit defined. All activity is booked to this unit.</p> <p>The University System Office (USO) has its own PeopleSoft database with one business unit.</p> <p>Business Unit row level security is not used since each institution's data is maintained in a separate database.</p> <p>FIT – The business unit structure is a fit with PS 8.9. Some definition changes are required for the inter/intra unit processor (fund balancing).</p> <p>OPPORTUNITY – If USG ever combines all institutions within one database instance business unit row level security can be used to limit user data access to their own institutions business unit. (There are many other factors to consider however the functionality exists within PS 8.9 to have many business units, for separate entities, all maintained within the same database.)</p> |
| 3. Ledgers Actuals Standard Budget Commitment Control Balancing | Yes | Yes | Yes | Yes | <p>Each institution has the same ledger definitions. The following ledgers are defined:</p> <p>ACTUALS – primary actuals/recording ledger GAAP – year end GAAP adjustments ledger CAPITAL – capital asset PLANT – supports plant allocation processing</p> <p>ACTUALS + GAAP, ACTUALS + CAPITAL, or ACTUALS + GAAP + CAPITAL are combined by reporting tools to satisfy reporting, and regulatory reporting, requirements. E.g. ledger balances are combined using PS/nVision.</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
|---------------------------------------|------------------|----------|-------------------------------|--------|---|
| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | <p>The actuals ledgers are based on USG's 12 period calendar.</p> <p>Some standard budget ledgers may be defined for some institutions however these are not used.</p> <p>The following ledgers are defined for Budget Checking:</p> <p>APPROP ORG PROJ_GRANT REV_EST</p> <p>See Commitment Control Budgets for more detail.</p> <p>Future dated journals can be posted as long as the accounting period is open. Reversals are automatically posted.</p> <p>Summary ledgers are not used.</p> <p>The actuals ledgers and budget control ledgers are balanced ledgers. (I.e. total debits equal total credits.)</p> <p>Customization - USG has customized their journal processing to generate balancing entries by fund code. This customization is no longer required.</p> <p>FIT – The actuals detail ledgers and ledger group structure is a fit with PS 8.9.</p> <p>FIT – Balancing by Fund Code is delivered functionality in PS 8.9. Balancing ChartFields are defined at the Ledger Group and through the inter/intra unit</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
|---------------------------------------|------------------|----------|-------------------------------|------------|--|
| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | <p>definitions.</p> <p>NOTE – Encumbrance, pre-encumbrance, recognized and collected balances are no longer booked to the actuals detail ledger. All commitment control activity is contained within the commitment control tables and ledgers.</p> <p>OPPORTUNITY – The identified combinations of ledgers (e.g. ACTUALS + GAAP) could be defined to facilitate reporting for novice users. The combined ledger definition would be based on a SQL view record definition that would join the ledgers together. Transactions could not be posted to reporting ledger definitions.</p> <p>OPPORTUNITY – PeopleSoft 8.9 allows for multi-GAAP ledger through the use of a Book Code. It allows you to manage multiple ledger books within the same ledger. USG could consider using book code to manage both ACTUALS and GAAP within the same ledger. Note: During fit/gap discussion it was determined that book code may not meet USG's requirements and may complicate day to day accounting.</p> <p>For a discussion on USG's ledger configuration options – reference the Ledger Options document presented to the Accounting Issues Committee.</p> |
| 4. Inter/Intra-Unit Processing | | | | Yes | <p>All accounting activity must be balanced by Fund.</p> <p>See Journal Entry for details on USG's fund balancing customization.</p> <p>USG does not require Inter-Unit balancing since each database instance only has one General Ledger business unit.</p> <p>FIT – The Intra/Inter Unit Processor provides automatic creation of balancing accounting entries. The intra-unit balancing rules are flexible and allow different</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
|--|------------------|----------|-------------------------------|--------|---|
| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | <p>balancing rules to be created transaction.</p> <p>For a discussion on USG's decision points regarding the intra-unit configuration – reference the Fund Balancing document presented to the Accounting Issues Committee.</p> |
| <p>5. Calendars</p> <p>Detail Calendars</p> <p>Budget Period Calendars</p> <p>Summary Calendar</p> <p>TimeSpans</p> | | | | | <p>USG operates on a 12 period accounting calendar that runs from July to June. The year of the ending period is the year identifier. E.g. July 2006 to June 2007 is fiscal year 2007.</p> <p>Adjustment accounting periods are not used.</p> <p>Control budgets are maintained using a single period accounting calendar. One period is defined for the entire fiscal year.</p> <p>Summary calendars are not used.</p> <p>Delivered "MODEL" data TimeSpans are used.</p> <p>FIT – The calendar model is a fit with PS 8.9 detail calendar and budget period calendar definitions.</p> <p>FIT – TimeSpans are a fit with PS 8.9.</p> <p>OPPORTUNITY – There was some discussion in the fit/gap session about using an adjusting period in the future. A single adjustment period (e.g. 998) for year-end adjustments would be a fit with PS 8.9.</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
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| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | See Ledger Options for more discussion |
| 6. ChartFields ChartField Values Speed Types | | | | Yes | <p>USG uses the following ChartFields (size):</p> <p>Account (6) Department (7) Project/Grant (1-15) Class (5) Program (5) Fund (5)</p> <p>Each institution may add / maintain their ownAccounts, Departments, Project/Grants, and Class.</p> <p>NOTE: some accounts are common to all institutions. Program and Fund are common and cannot be modified by the individual institution.</p> <p>ChartField effective dating is not used consistently. All new ChartField values are added with an effective date of "01-01-1901".</p> <p>Speed Types are used buy some institutions.</p> <p>FIT – The identified ChartFields, with the exception of Project/Grant, are a fit with PS 8.9. Speed Types are a fit with PS 8.9.</p> <p>GAP – The Project/Grant ChartField has changed in PS 8.9. The new Project ChartField is dependent upon PeopleSoft Projects and PeopleSoft Grants for some features. Effective dating cannot be used with the Project Chartfield. See gap</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
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| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | <p>document GL_GAP Project ChartField 1.0.doc.</p> <p>GAP – Enabling PeopleSoft Expenses activates additional ChartFields that USG may not want to use. “PC Business Unit” and “Activity” are automatically activated and cannot be inactivated using the ChartField Configuration Tool. See gap document GL_GAP PC ChartFields 1.0.doc.</p> <p>OPPORTUNITY – PS 8.9 allows most unused ChartFields to be inactivated (and used ChartFields to be renamed and resized) using the ChartField Configuration tool. USG should inactivate unused ChartFields through the upgrade process.</p> <p>OPPORTUNITY – Maintaining ChartFields using effective dating best practices will aid many other system functions and processing. E.g. ChartField Combination editing and reporting using Trees.</p> <p>OPPORTUNITY – The alternate account field maps an entities chart of accounts to a statutory chart of accounts.</p> <p>OPPORTUNITY – Chartfield attributes are a user-friendly way to classify chartfield values for reporting purposes. Traditionally they are used instead of creating Bolt-on customizations.</p> <p>OPPORTUNITY – A free form chartfield could be added to distribution lines to allow institutions to further classify expenditures</p> <p>OPPORTUNITY – Storing balances by social security number is not considered best practices. The upgrade is a logical time to implement a new standard of maintaining balances by employee id.</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
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| | Business Process | Training | Change Mgmt Communications | Config | |
| 7. Trees | | | | | <p>ChartField trees are maintained to support PS/nVision reporting, combination editing and control budgets.</p> <p>FIT – The existing trees are a fit with PS 8.9.</p> <p>OPPORTUNITY – Maintaining Trees using effective dating best practices will aid many system functions and processing.</p> <p>OPPORTUNITY – PS 8.9 offers a tree update reservation option that allows a user to “check-out” a tree for update to prevent update conflicts.</p> |
| 8. ChartField Combination Editing | | | | | <p>USG utilizes ChartField combination editing rules. The rules are standardized across all institutions. There are few rules since most transactions are governed by budget checking which by default only allows valid combinations of ChartFields to pass.</p> <p>FIT – ChartField Combination Editing is a fit with PS 8.9.</p> <p>FIT – ChartField combinations are validated by default through Commitment Control where applicable.</p> <p>OPPORTUNITY – Additional combination edit rules should be added. A number of examples were raised where invalid combinations, which are not tested for, are posted to the ACTUALS ledger. The use of effective dating on ChartFields and combination editing rules will make adding new rules possible.</p> <p>For more discussion see Combination Editing</p> |

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| 9. Journal Entry Regular Online Journal Encumbrance Journal | Yes | Yes | Yes | | <p>USG uses the online journal entry. Actuals (I.e. ACTUALS, GAAP, and CAPITAL) journals as well as encumbrance journals are booked.</p> <p>Customization – USG has a customization to their online journal to balance the journal by Fund Code. The balancing occurs when the journal is saved. All lines are balanced using the same cash account (118100) and project/grant (0000000000). Note: a deficiency in the customization requires that all journal lines be visible in the scroll area in order for the journal to be balanced. Balancing uses the dummy project/grant to avoid combination editing errors.</p> <p>Encumbrance journals are entered using the Budget Adjustment Type of “Encumbrance”.</p> <p>Adjustment journals, to adjusting accounting periods (e.g. 998) are not used at this time but may be used in the future. Control Totals are not used. Journal approval is not used.</p> <p>Delivered accrual (reversal) functionality is used.</p> <p>When additional lines are added to a journal all ChartField values are copied from the prior journal line and the system will try and balance the journal.</p> <p>FIT – The online journal entry requirements are a fit with PS 8.9. Fund balancing is triggered by the journal edit process in 8.9. The fund balancing customization is no longer required. Encumbrance journals can also be entered in PS 8.9. The journal entry template “journal line copy down” options can be set to meet USG’s requirements.</p> <p>GAP –Budgetary adjustment journals (e.g. encumbrances) are not postable in PS</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
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| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | 8.9. The journals are budget checked and update the commitment control ledgers but cannot be posted since they do not update the actuals ledgers. This leaves the journals open for further update (and re-budget check.) See gap document GL_GAP Encumbrance JE 1.0.doc. |
| 10. Journal Entry – Spreadsheet | Yes | Yes | Yes | Yes | <p>USG uses custom Excel based journal templates to load actuals (I.e. ACTUALS, GAAP, and CAPITAL), Open Item and control budget journals.</p> <p>Customization – USG has custom Excel spreadsheets for journal entry. Users enter their journal data into Excel. A macro is used to format the journal data into the flat file journal load (GLS9002.SQR) format for actuals and open item journals, and external budget journal load (BORIF033.SQR). See Commitment Control Budgets for details on the control budget journals.</p> <p>GAP – The spreadsheet journal used by USG today will not work with PS 8.9. The USG spreadsheet writes out a flat file for the journal load (GLS9002.SQR) process. This process has changed in PS 8.9 and uses a different file layout.</p> <p>OPPORTUNITY – The spreadsheet journal provided with PS 8.9 meets the existing requirements and allows users to import journals immediately without having to create a flat file. It can also be used to import standard budget journals. The PS spreadsheet journal can be configured to show only the ChartFields that are used by USG.</p> |
| 11. Journal Processing | | Yes | Yes | | <p>USG edits, budget checks and posts journals using both separate process requests and single combined job streams.</p> <p>Unposting is restricted to a limited number of users.</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
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| | Business Process | Training | Change Mgmt Communications | Config | |
| Edit Budget Check Post Un Post | | | | | <p>FIT – Batch processing in PS 8.9 offers the flexibility that USG requires. PS 8.9 issues a “warning” job status if a journal edit, or budget check request results in a journal with an error status. (E.g. a combination editing error.) In 7.5 the job status would be “success”.</p> <p>GAP – Journal editing from the journal entry page automatically triggers budget checking if the journal passes the edit. Some institutions expressed an interest in separating these processes. Users can however use the “Edit Chartfields” option without triggering the budget check.</p> <p>OPPORTUNITY – PS 8.9 offers enhances job scheduling using Job Sets. This allows multiple processes to be combined in one job stream, but maintained using individual Run Control IDs. Success, warning and error notifications can be automatically emailed to support personnel.</p> |
| 12. Journal Generation | | | | | <p>Journal Generator is used to create journals from accounting entries generated by PeopleSoft Payables, Purchasing, and Asset Management.</p> <p>Journal Generator is also used to generate journals from accounting entries created by the Banner system. These are generated from a generic accounting entry table.</p> <p>PeopleSoft Payroll journals are not journal generated.</p> <p>FIT – Journal generator for PeopleSoft modules and generic accounting entries is a fit with PS 8.9. Note: journals are no longer generated from Purchasing because of changes made to PeopleSoft’s control budgeting model.</p> <p>OPPORTUNITY – PeopleSoft provides delivered functionality for integrating</p> |

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|---------------------------------------|------------------|----------|-------------------------------|--------|---|
| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | accounting between Payroll and General Ledger. |
| 13. Open Items | Yes | Yes | Yes | | <p>Open Items are used by Payables and General Ledger. Open Item accounts are defined for employee travel advances and employee FSA balances. All Open Item accounts are validated against the Tax Identification Number (TIN) on the Vendor record. USG currently uses the employees Social Security Number as the TIN.</p> <p>USG has two business processes for updating FSA Open Item balances. One is used to close out open balances at calendar year end (GL58) and the other is used to roll forward balances at fiscal year end (GL71). Both business processes use a custom spreadsheet journal entry template. See Journal Entry – Spreadsheet.</p> <p>FIT – Open Items account and balance maintenance is a fit with PS 8.9.</p> <p>NOTE – Business Process GL71 will not be required with Commitment Control unless the Budget Reference ChartField is used to store PS 7.5 Budget Period data. See Budget Reference</p> <p>OPPORTUNITY – USG could take the upgrade conversion as an opportunity to move from SSN to TIN</p> |
| 14. Month End Processing | Yes | Yes | Yes | | <p>USG closes accounting periods using a “hard close”.</p> <p>Customization: After month-end each institution closes the accounting period using the PeopleSoft Open Period maintenance. USO then maintains a custom panel that prevents the accounting periods from being reopened.</p> <p>FIT – Accounting period mass maintenance can be used to manage accounting</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
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| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | <p>periods for many ledgers and PeopleSoft modules at one time within PS 8.9.</p> <p>GAP – The hard close process does not exist within PS 8.9. USG will need to bring forward this customization if they wish to continue to manage accounting periods in this manner. For more discussion reference Hard Close</p> |
| 15. Allocations | | | | | <p>USG has two main allocations that are used by most of the institutions.</p> <ul style="list-style-type: none"> • Plant – The Plant Suspense allocation uses three different allocation rule sets known as PLANT1 (Salaries), PLANT2 (Travel), and PLANT3 (Operating Expense). These allocation rules rely on balances in the PLANT ledger • Grant – The Grant revenue allocations use 42 different allocation rules. The business process relies on two different kinds of allocations: Copy and Arithmetic Operation. The direct revenue allocations are Copy allocations. The indirect revenue allocations are Arithmetic Operations. Some of the grant allocation rules are dependent upon percentages maintained through the Grant BOR panel. <p>FIT – The USG allocations are a fit with PS 8.9. The custom table (PROJ_GRANT_BOR) that stores this data must be carried forward through the upgrade in order for these allocations to function.</p> |
| 16. Financial Consolidation | | | | | <p>USG does not use PeopleSoft consolidation processing.</p> <p>Some consolidated reporting is done out of USG's data warehouse.</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
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| | Business Process | Training | Change Mgmt Communications | Config | |
| 17. Year End Processing Year End Ledger Closing Monthly Interim Closing | | | | Yes | <p>USG closes their ACTUALS, CAPITAL and GAAP ledgers using the delivered PeopleSoft ledger closing process. The closing rules use the “Close to Multiple Fund Equity” option.</p> <p>USG does not require monthly interim closing.</p> <p>FIT – The ledger closing process and rules are a fit with FS 8.9. Closing to “Multiple Retained Earnings” in PS 8.9 require ChartField Value Sets be used to define the closing group.</p> <p>OPPORTUNITY – New closing rules do not need to be created each year. If a rule change is required a new effective dated row should be inserted into the rule and the changes should be made to the new row.</p> |
| 18. Inquiry | | Yes | Yes | | <p>PeopleSoft General Ledger 8.9 provides a number of inquiry pages that allow users to quickly access data and drill to related transactions. E.g. Inquiry on the remaining spending authority of an appropriation budget and drill to the encumbrance activity against that budget, and from there you can drill back to the source purchase order that established the encumbrance.</p> <p>In addition to inquiry specific pages, transaction pages can also be used to inquiry on data. E.g. the journal entry component can be used to review the details of posted journals. The control budget journal entry component can be used to review posted control budget journals.</p> <p>FIT – The online inquiry functions in PS 8.9 are a fit.</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
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| | Business Process | Training | Change Mgmt Communications | Config | |
| 19. Reporting | | Yes | Yes | | <p>PeopleSoft General Ledger 8.9 delivers a comprehensive set of reports. A number of these are dynamic and allow the user to select which ChartFields appear on the report and to specify where subtotals should be positioned.</p> <p>Reporting through the web offers a number of distribution options including sharing a report with a group of users and email. Reports can be viewed online without printing or downloaded to the user's workstation.</p> <p>FIT – Reporting through PS 8.9 is a fit; however existing USG reports need to be reviewed for applicability. Many of the custom BOR Control Budget (BCM) reports may need to be rewritten because Commitment Control has replaced that module.</p> |
| 20. PS/nVision Reporting | | Yes | Yes | | <p>PeopleSoft nVision reporting has been greatly enhanced with PS 8.9. There are now two categories of PS/nVision – Web nVision and Client/Developer nVision.</p> <p>PS/nVision through the web allows users to run and schedule reports; change and create report requests; change and create report scopes; run DrillDown reports.</p> <p>Client/Developer PS/nVision provides all the functionality of PS 7.5 plus enhanced reporting features such as step nPlosion.</p> <p>FIT – Existing PS/nVision reports and layouts are a fit with PS 8.9. Report layouts will have to be modified to meet new ledger definitions and to take advantage of the new enhanced reporting features.</p> <p>GAP – PS/nVision reports run through the web do not allow for layouts based on queries with prompts.</p> <p>OPPORTUNITY – PS/nVision offers new report request security that allows users to</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
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| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | create private and public report requests. |
| 21. PS/Query | | Yes | Yes | | <p>The user interface of PeopleSoft Query has completely changed with PS 8.9 and the PeopleSoft Internet Architecture.</p> <p>FIT – All PS/Query features and functions are a fit with PS 8.9. Existing Query definitions will upgrade where the records are still available; however some functions such as Commitment Control are based on entirely new record definitions so queries accessing new records will have to be rewritten.</p> |
| 22. Security | | Yes | | Yes | <p>User menu, panel/page access security has changed dramatically with PS 8.9. The structure and terminology has changed (e.g. Panel is now Page); however user access is still ultimately granted down to the individual page level.</p> <p>FIT – User PeopleTools security is a fit with PS 8.9.</p> |
| 23. Archiving | | | | | <p>USG does not currently archive General Ledger data.</p> <p>OPPORTUNITY – PeopleSoft 8.9 provides robust archiving tools that can be used across all PeopleSoft modules.</p> |
| 24. Commitment Control Budgets | Yes | Yes | Yes | Yes | <p>USG maintains the following control budgets:</p> <p>Appropriation – high level summarized account budget with full control. Budgeted amount cannot be exceeded.</p> <p>Organization – mid level summarized account budget that can be exceeded. Budget amounts are booked for salaries and wages; zero dollars are usually booked for all other expense accounts.</p> <p>Project/Grant – detail budget with full control</p> |

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|---------------------------------------|------------------|----------|-------------------------------|--------|---|
| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | <p>Revenue Estimate – detail revenue tracking budget</p> <p>All budgetary transactions follow the single accounting period fiscal calendar. See Calendars.</p> <p>Customization: USG has a custom Budget Prep Tool that is used to manage the creation and maintenance of budgets. The tool inserts new budget journals directly into the control budget journal tables. The tool requires budget journals be categorized to identify one time adjustments from those that impact the original or permanent budget. (Note: today USG cannot easily identify the difference between the beginning of the year budgeted amount from the adjusted original/permanent budget at the end of the year -- after adjustments.)</p> <p>Customization: USG has a budget journal load process (separate from the budget prep tool) that creates budget journals using an SQR (BORIF033.SQR).</p> <p>USG requires the ability to close or delete invalid control budgets.</p> <p>USG must be able to track remaining spending authority throughout the year and must be able to accurately monitor and calculate year-end budgetary surplus. (Unused funds must be returned to the state). USG must be able to track and monitor prior year budgetary encumbrances and subsequent transactions that impact prior year balances. (E.g. a PO issued in the prior year but is invoiced and paid in the following fiscal year. The AP invoice must impact the same budget of the original PO transaction but be expensed in the current year.)</p> <p>FIT – The control budget definition requirements are accommodated in PS 8.9. However Commitment Control budget definitions are very different from Budget</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
|---------------------------------------|------------------|----------|-------------------------------|--------|--|
| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | <p>Checking in PS 7.5. Completely new definitions are required.</p> <p>FIT – Budgets can be closed individually to prevent transactions from being processed against them in PS 8.9.</p> <p>FIT – Surplus reporting and monitoring requirements are accommodated in PS 8.9. A detail commitment control ledger is required to track transactions and the detail chartfield level.</p> <p>GAP – The budget prep tool does not have corresponding functions within PS 8.9. The decision from the fit/gap session is to keep the Budget Prep Tool. The tool will have to be modified to accommodate the new budget journal and control budget definitions.</p> <p>GAP – Tracking of budget journals as to whether the journal is for the “original beginning of year”, “original permanent adjustment”, or “in year adjustment” is not accommodated in PS 8.9. PS 8.9 budget journals have a budget entry type that can be used to categorize journals as “Original” or “Adjustment”. This meets existing functionality but does not satisfy the requirement. The PS 8.9 budget journal can be customized to include the additional entry type.</p> <p>OPPORTUNITY – The Upgrade Budget Processor can be configured to populate a project header level budget to serve as a cumulative budget for a project/grant. This ledger could be married with the existing PRJ_GRT ledger group and provide the foundation for future Grant initiatives.</p> <p>RISK – Commitment Control is vastly different from the PS 7.5 Budget Checking Module. Although conceptually they both validate transactions against budgeted amounts the configuration is completely different. PS 8.9 offers a lot more flexibility</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
|--|------------------|------------|-------------------------------|--------|--|
| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | <p>to your control budget design. Testing of the new configuration from a go forward basis and from an upgrade perspective is critical to a successful upgrade.</p> <p>RISK – The Upgrade Budget Processor rebuilds the ledger balances from the budget transaction detail table. There is the potential for period over period reporting to be impacted when the balances are summarized and posted. If database updates have been performed in the past, ledger balances could change from those already posted in the system.</p> |
| 25. Commitment Control Activity | Yes | Yes | Yes | | <p>USG uses the PS 7.5 Budget Checking Module to validate and track transactions against the defined control budgets and affect the remaining spending authority. Where defined, transactions that exceed the budgeted amount or transactions that don't have a corresponding budget must be stopped.</p> <ul style="list-style-type: none"> • Purchase Orders must create budgetary encumbrances; Payables Vouchers relieve encumbrances and create expenses. • When Purchasing requisitions are used pre-encumbrances must be created; Purchase Orders must relieve the pre-encumbrance and establish an encumbrance; etc. • Journal entries may also be used to affect encumbrances and pre-encumbrances, and must affect expended, recognized and received budget balances. <p>FIT – PS 8.9 Commitment Control has budget checking processes that validate transactions and affect budget balances.</p> <p>NOTE – Encumbrance, pre-encumbrance, recognized and collected balances are no longer booked to the actuals detail ledger. All commitment control activity is</p> |

| Business Process/ Feature Function | Impacts | | | | Notes |
|---------------------------------------|------------------|----------|-------------------------------|--------|--|
| | Business Process | Training | Change Mgmt Communications | Config | |
| | | | | | contained within the commitment control tables and ledgers. |
| 26. Budget Security | Yes | Yes | | Yes | <p>Budget Security was not available in PS 7.5</p> <p>OPPORTUNITY – Budget security restricts the access to bypass, budget date and overriding commitment control. Self-service features like budget inquiry and notification could be utilized to increase end-user visibility to transactions and balances.</p> |
| 27. Budget Close | Yes | Yes | Yes | Yes | <p>USG does not close budgets at year end. Instead, remaining spending authority is swept at year end and given back to the state. The year-end adjustments are made via manual journal entries to the budgets ledger.</p> <p>NOTE: In PS 8.9 Budget periods will have to be placed on hold in order to prevent encumbrance transactions (purchase orders and travel advances) from being over liquidated.</p> |
| 28. Manager Self Service | | Yes | Yes | Yes | <p>Manager Self Service was not available in PS 7.5</p> <p>OPPORTUNITY – Budget inquiry and notification could be utilized to increase end-user visibility into transaction detail and ledger balances.</p> |
| 29. Funding Source | | | | | USG does not make of funding source in PS 7.5 and will not implement the functionality in PS 8.9 |

30. Current USG PeopleSoft 7.5 Customizations

The following table lists the documented GL customizations from OIIT. The “Fit/Gap Note” provides comments on the customization regarding its relevance to the upgrade.

Customizations Retrofitted

- Carry forward the hard close modification.
- Carry forward open item accounting customizations for flexible spending accounts and employee expense advances
- Carry forward data warehouse customizations
- Carry forward all Budget Prep customizations
- Carry forward existing Banner general ledger interface and purge process
- Carry forward the procurement card customization but modify it to populate a table where journal generator can be used.
- Carry forward the custom project / grant panel. Integrate the setup panel with the control budget definition pages so begin and end date functionality can be utilized by the budget processor
- Carry forward the DOAS customization but modify it to populate a table where journal generator can be used.
- Carry forward the Payroll (actuals, encumbrance, fringe, maymester & summer faculty) customizations but modify them to populate the PeopleSoft delivered HR_ACCTG_LINE table.
- Carry forward continuous audit reporting. References to SSN will be replaced with employee identifier.
- Retrofit existing custom reports. References to LEDGER and BCM_TRANS_DTL records will be replaced with the new commitment control ledger structure.

Customizations / Functionality Dropped

- Drop the Banner to AR interface
- Drop any customizations related to CUFA conversion to R7.5
- Drop the ability to set budget override at the account level for all expense accounts
- Replace the customization to require program code on auxiliaries with enhanced combination edit rules.
- Drop the budget and actuals spreadsheet upload customizations in favor of the PeopleSoft delivered spreadsheet upload
- Drop customizations to PeopleSoft delivered reports (general ledger activity – gls7002).
- Drop the customization to balance by fund in favor of PeopleSoft's intra-unit functionality
- Remove budget offset entries from all ledger groups except the commitment control detail ledger group

31. Future USG PeopleSoft 8.9 Customizations

The following table lists the customizations recommended by the GL Functional team.

Note: Future customizations have to be presented and approved prior to implementation.

- Create an integration point between the project chartfield definition and the control budget definition to restrict spending based on the start and end date of a project /grant
- Change the project validation on accounting distributions lines to prompt on project status record
- Create a commitment control detail ledger to replace the pre-encumbrance, encumbrance and expenditure balances dropped from the ledger table
- Create a project level ledger group to store the cumulative budget for a project / grant.
- Secure budget date changes, budget override and budget bypass using commitment control security
- Create subledger to commitment control reconciliation reports
- Create a customization to set the journal header status to post on encumbrance journals that posted to commitment control.
- Customize the delivered journal generator templates to allow for the selection of system sources that invoke the interunit processor.
- Convert open item balances to employee id. Remove references to individual social security numbers
- Enhance the budget entry type field to capture permanent adjustments
- Customize the distribution entry subpanels to hide the project business unit and activity id fields

32. Excluded from discussions

The following features/functions were not included in discussions. These features are not relevant to USG:

| Feature/Function | Description |
|---------------------------------|--|
| Auto Pilot Processing | The Auto pilot feature provides added flexibility to the PeopleSoft Process Scheduler, which is used for performing batch processing. While PeopleSoft Process Scheduler provides a means of scheduling processing using a <i>batch window</i> , for example, scheduling a specific batch process to run daily at a given time, with Auto pilot you can set up <i>recurring processing</i> based on the user-defined range of transaction count for transactions that are ready to be processed. |
| Average Balancing | The Calculating Average Balances feature enables you to report your organization's financial position using average, rather than period-end, balances. |
| Cash Flow Statement | General Ledger provides the GL Cash Flow Application Engine process and its associated functionality for use in the preparation of the cash flow statement using either the direct or indirect method. |
| Document Sequencing | Flexible method for sequentially numbering each financial transaction for reporting and tracking of transaction activity. Most often used when required by the government. |
| Entry Events | Via predefined codes linked to source definitions, processes and steps -- the processor generates additional balancing entries. This functionality is relative to Federal customers only. |
| Federal Reporting | Reports specific to Federal agencies. |
| Financial Statements using XBRL | XBRL is a royalty-free, open specification software application that uses XML data tags to prepare and publish information. PeopleSoft supports XBRL 2.1 specifications. |
| Intrastat Reporting | Reports on the physical movement of goods between European Union Member countries. |
| Multi Currency | The uniquely flexible PeopleSoft structure enables you to manage financial information in multiple currencies—you can use a ChartField to designate different currency codes within a ledger or, as required, store each currency in a different ledger. |
| Multiple GAAP Capabilities | Allows for entering sets of entries to record related transactions according to multiple accounting principals (GAAPs) for the same business unit in the same ledger. |
| Position Accounting | PeopleSoft also includes position accounting, which enables you to identify and track the risks associated with holding financial assets in currencies other than your base currency. |
| Regulatory Ledger | PeopleSoft provides a template that enables local and state governments and public colleges and universities to design PS/nVision reports that |

| | |
|-----------------------|--|
| | adhere to the GASB 34/35 guidelines. |
| Row Level Security | Security views filter out data rows whose key values are not accessible by certain users. This allows users to access data horizontally across more than one table, seeing only appropriate subsets of values (SetIDs, business units, or ledgers) from the edit tables. |
| Summary Ledger | <i>Summary ledgers</i> store combined account balances from detail ledgers. You use summary ledgers primarily in PS/nVision reporting. Summary ledgers increase reporting speed and efficiency. |
| Value Added Tax (VAT) | Under many different names VAT is in use in over 130 countries around the world. VAT is a governmental sales tax, a straight percentage that is added to the cost of a good or service. |
| Workflow | To approve journal entries through PeopleSoft Workflow, you must configure definitions and rules. For example, to generate an email <i>and</i> a worklist entry for journal entry denials, modify the activity definition in PeopleSoft Application Designer. |

33. Impact Summary

The impacts listed here are a summary of the impacts identified in the “business process - feature function” section above.

| Business Process Changes | |
|---|---|
| Reference | Description |
| Ledgers | Encumbrance, pre-encumbrance, recognized and collected balances are no longer booked to the actuals detail ledger. All commitment control activity is contained within the commitment control tables and ledgers. |
| ChartFields | Changes required to the Project/Grant. |
| Journal Entry | The fund balancing customization is no longer required. |
| Journal Entry – Spreadsheet | New tool. |
| Open Items | Business Process GL71 will not be required with Commitment Control. |
| Commitment Control Budgets | New feature |
| Commitment Control Activity | New feature. Data structures for query and review have completely changed. |
| Month End Processing | Period maintenance has changed. |
| Budget Security | New feature |

The user experience (pages and navigation) has changed significantly from PeopleSoft 7.5 to PeopleSoft 8.9. From this perspective all system features and functions will impact training. The impacts identified here reflect requirements that go beyond navigation changes.

| Training Impacts | |
|---|---|
| Reference | Description |
| Ledgers | Encumbrance, pre-encumbrance, recognized and collected balances are no longer booked to the actuals detail ledger. All commitment control activity is contained within the commitment control tables and ledgers. |
| Journal Entry | The fund balancing customization is no longer required. Users can use edit chartfields without invoking edit and budget check. |
| Journal Entry – Spreadsheet | New tool. |
| Journal Processing | Changes to run controls and process requests from the journal entry page. |
| Open Items | Business Process GL71 will not be required with Commitment Control. |
| Commitment Control Budgets | New feature |
| Commitment Control Activity | New feature. Data structures for query and review have completely changed. |
| Month End Processing | Period maintenance has changed. |
| Inquiry | New inquiry pages available. |
| Reporting | PeopleSoft General Ledger 8.9 delivers a comprehensive set of reports. A number of these are dynamic and allow the user to select which ChartFields appear on the report and to specify where subtotals should be positioned. |
| PS/nVision Reporting | PeopleSoft nVision reporting has been greatly enhanced with PS 8.9. There are now two categories of PS/nVision – Web nVision and Client/Developer nVision. Users can also have private report requests. |
| PS/Query | The user interface of PeopleSoft Query has completely changed with PS 8.9. |
| Security | User menu, panel/page access security has changed dramatically with PS 8.9. Budget security was delivered in PS 8.9 as well. |

| Change Management and Communications Impacts | |
|--|---|
| Reference | Description |
| Ledgers | Encumbrance, pre-encumbrance, recognized and collected balances are no longer booked to the actuals detail ledger. All commitment control activity is contained within the commitment control tables and ledgers. |
| Journal Entry | The fund balancing customization is no longer required. |
| Journal Entry – Spreadsheet | New tool. |
| Journal Processing | Changes to run controls and process requests from the journal entry page. |
| Open Items | Business Process GL71 will not be required with Commitment Control. |
| Commitment Control Budgets | New feature |
| Commitment Control Activity | New feature. Data structures for query and review have completely changed. |
| Month End Processing | Period maintenance has changed. |
| Inquiry | New inquiry pages available. |
| Reporting | PeopleSoft General Ledger 8.9 delivers a comprehensive set of reports. A number of these are dynamic and allow the user to select which ChartFields appear on the report and to specify where subtotals should be positioned. |
| PS/nVision Reporting | PeopleSoft nVision reporting has been greatly enhanced with PS 8.9. There are now two categories of PS/nVision – Web nVision and Client/Developer nVision. |
| PS/Query | The user interface of PeopleSoft Query has completely changed with PS 8.9. |

| Configuration | |
|---|---|
| Reference | Description |
| Business Unit Structure | Some definition changes are required for the inter/intra unit processor (fund balancing). |
| Ledgers | Commitment Control changes |
| Inter/Intra-Unit Processing | New feature. |
| Journal Entry – Spreadsheet | New feature. ChartFields available to the user must be configured. |
| Commitment Control Budgets | New feature. Commitment Control definitions. |
| Year End Processing | ChartField Value Sets required. |
| Security | Security has been redesigned. |
| Budget Security | Operator preferences have been replaced with budget security configuration |

34. Gaps

| Reference | Description | Future State |
|---|---|--|
| ChartFields | <p>GAP – The Project/Grant ChartField has changed in PS 8.9. The new Project ChartField is dependent upon PeopleSoft Projects and PeopleSoft Grants for some features. Effective dating cannot be used with the Project Chartfield. See gap document GL_GAP Project ChartField 1.0.doc.</p> <p>GAP – Enabling PeopleSoft Expenses activates additional ChartFields that USG may not want to use. “PC Business Unit” and “Activity” are automatically activated and cannot be inactivated using the ChartField Configuration Tool. See gap document GL_GAP PC ChartFields 1.0.doc.</p> | USG will bring forward the custom BOR table used to maintain project/grants. A new interface will be added between the panel and the control budget definition to populate the begin and end date of the budget. The project status will be used in conjunction with the status date to specify when a project can be charged. Therefore, two sets of dates will be maintained to restrict the budget periods and accounting dates that can be used for a project. |
| Journal Entry | GAP –Budgetary adjustment journals (e.g. encumbrances) are not postable in PS 8.9. The journals are budget checked and update the commitment control ledgers but cannot be posted since they do not update the actuals ledgers. This leaves the journals open for further update (and re-budget check.) See gap document GL_GAP Encumbrance JE 1.0.doc. | USG will build a custom process to update valid encumbrance journals with a journal header status of posted. This will prevent changing encumbrance journals once they have been posted to commitment control. |
| Journal Entry – Spreadsheet | GAP – The spreadsheet journal used by USG today will not work with PS 8.9. The USG spreadsheet writes out a flat file for the journal load (GLS9002.SQR) process. This process has changed in PS 8.9 and uses a different file layout. | USG will drop the spreadsheet upload customization in favor of the PeopleSoft delivered spreadsheet upload. Transaction codes will be specified on the journal header to allow the journal edit process to create fund balancing entries. |
| Journal Processing | GAP – Journal editing from the journal entry page automatically triggers budget checking if the journal passes the edit. Some institutions expressed an interest in separating these processes. Users can however use the “Edit Chartfields” option without triggering the budget check. | End users should be trained to utilize the Edit Chartfields option instead of Edit Journal. The delivered journal edit functionality will not be customized. |

| Reference | Description | Future State |
|--|--|---|
| Commitment Control Budgets | <p>GAP – The budget prep tool does not have corresponding functions within PS 8.9. The decision from the fit/gap session is to keep the Budget Prep Tool.</p> <p>GAP – Tracking of budget journals as to whether the journal is for the “original beginning of year”, “original permanent adjustment”, or “in year adjustment” is not accommodated in PS 8.9. PS 8.9 budget journals have a budget entry type that can be used to categorize journals as “Original” or “Adjustment”. This meets existing functionality but does not satisfy the requirement.</p> | <p>USG will carry forward the budget prep tool. The interface into the control budget ledger will be retrofitted to support the new commitment control budget structure.</p> <p>Translate values will be added to the budget entry type field to support original permanent adjustment and in year adjustment. A new interface will be constructed to populate the BOR original budget table which will be used as the input to the budget prep module.</p> |
| Month End Processing | <p>GAP – The hard close process does not exist within PS 8.9.</p> | <p>USG will retrofit the hard close customization. The retrofit design should close the all ledger groups in the submodules and the general ledger at one time. Functionality will be added to support the closing of adjustment periods by year.</p> |
| PS/nVision Reporting | <p>GAP – PS/nVision reports run through the web do not allow for layouts based on queries with prompts.</p> | <p>nVision impacts will be addressed during end-user training.</p> |

35. Risks

| Reference | Description | Risk Mitigation Plan |
|--|---|--|
| Commitment Control Budgets | <p>Commitment Control is vastly different from the PS 7.5 Budget Checking Module. Although conceptually they both validate transactions against budgeted amounts the configuration is completely different. PS 8.9 offers a lot more flexibility to your control budget design. Testing of the new configuration from a go forward basis and from an upgrade perspective is critical to a successful upgrade. To review table changes see KK Ledger Impacts</p> <p>The Upgrade Budget Processor rebuilds the ledger balances from the budget transaction detail table. There is the potential for period over period reporting to be impacted when the balances are summarized and posted. If database updates have been performed in the past, ledger balances could change from those already posted in the system.</p> | <p>Considerable time will be allocated in the project plan to review and reconcile the data populated by the upgrade budget processor. Time should be allotted in the project plan for developing custom routines to convert pre-encumbrance and encumbrance balances should the need arise.</p> |
| Commitment Control Reporting | <p>There will be significant impact on reporting since the underlying table structures in commitment control have changed. Many institutions have developed custom queries and reports to support their specific needs. If users are not trained on the table changes and data process flows, institutions ability to record and report financial transactions will be impacted. Most likely their custom reports will not work or they will return invalid results.</p> | <p>Considerable planning and coordination will be required to mitigate this risk. First, USG will communicate the record changes between 7.5 and 8.9. This can be accomplished by sending member institutions a listing of the record/field changes prepared by the Oracle Upgrade lab. Next, OIIT should schedule a technical workshop to take developers through transaction progressions in commitment control. Developers need to understand the record changes as well as the key fields for developing reports. Finally, OIIT needs to give institutions an upgraded development environment for report and query development. Institutions may not have their own data, but they will have a place where they can develop and verify financial results.</p> |

36. Future Considerations/Opportunities

Identified future considerations and opportunities are not recommendations. These are identified here so USG is aware of the options and features that exist within PeopleSoft 8.9. The opportunities may or may not be applicable USG. Each of these was discussed during the fit/gap sessions.

| Reference | Description | Future State |
|---|---|---|
| Business Unit Structure | OPPORTUNITY – If USG ever combines all institutions within one database instance business unit row level security can be used to limit user data access to their own institutions business unit. (There are many other factors to consider however the functionality exists within PS 8.9 to have many business units, for separate entities, all maintained within the same database.) | Business Units - Consolidation of all institutions into one database will not be considered at this time. |
| Ledgers | <p>OPPORTUNITY – The identified combinations of ledgers (e.g. ACTUALS + GAAP) could be defined to facilitate reporting for novice users. The combined ledger definition would be based on a SQL view record definition that would join the ledgers together. Transactions could not be posted to reporting ledger definitions.</p> <p>OPPORTUNITY – PeopleSoft 8.9 allows for multi-GAAP ledger through the use of a Book Code. It allows you to manage multiple ledger books within the same ledger. USG could consider using book code to manage both ACTUALS and GAAP within the same ledger. Note: During fit/gap discussion it was determined that book code may not meet USG's requirements and may complicate day to day accounting.</p> | <p>Book Codes, Adjustment Periods & Balance Sheet Indicators - USG will continue to use ACTUALS, CAPTIAL, PLANT and GAAP ledgers. Book code and balance sheet indicators will not be used. An Adjustment period will utilized to record adjusting entries. Adjustment periods do not negate the need to maintain the GAAP ledger. Debbie Lasher will publish guidelines to dictate how the GAAP ledger and adjustment periods will be used.</p> <p>Ledger Views - USG will not create ledger views to simplify reporting. The amount of testing, training and reconciliation required outweighs the benefits of implementing the customization.</p> |
| Calendars | OPPORTUNITY – There was some discussion in the fit/gap session about using an adjusting period in the future. A single adjustment period (e.g. 998) for year-end adjustments would be a fit with PS 8.9. | Adjustment Periods - An Adjustment periods will utilized by institutions to record adjusting entries. Debbie Lasher is going to update the BPM to describe the transactions that should be booked in the adjustment period. The hard close customization will be retrofitted to include maintaining adjustment periods. |

| Reference | Description | Future State |
|-----------------------------|--|---|
| ChartFields | <p>OPPORTUNITY – PS 8.9 allows most unused ChartFields to be inactivated (and used ChartFields to be renamed and resized) using the ChartField Configuration tool. USG should inactivate unused ChartFields through the upgrade process.</p> <p>OPPORTUNITY – Maintaining ChartFields using effective dating best practices will aid many other system functions and processing. E.g. ChartField Combination editing and reporting using Trees.</p> <p>OPPORTUNITY – The alternate account field maps an entities chart of accounts to a statutory chart of accounts (AIC).</p> <p>OPPORTUNITY – Chartfield attributes are a user-friendly way to classify chartfield values for reporting purposes. Traditionally they are used instead of creating Bolt-on customizations (BPSC).</p> <p>OPPORTUNITY – A free form chartfield could be added to all institutions to further classify expenditures (AIC).</p> <p>OPPORTUNITY – Storing balances by social security number is not considered best practices. The upgrade is a logical time to implement a new standard of maintaining balances by employee id (AIC).</p> | <p>Unused Chartfields - By enabling expenses, the project business unit and activity id chartfields are displayed on distribution lines. The system will have to be customized to hide these fields so users are not confused at data entry time. All other unused chartfields will be hidden during the chartfield configuration process.</p> <p>Effective Dating - Member institutions will start using effective dates. Instead of specifying an effective date of 01/01/1900 when new values are added, the fiscal year begin date will be used. The actual date a value becomes inactive will be in conjunction with the effective status field to inactivate values</p> <p>Chartfield Attributes - USG will make use of chartfield attributes in a limited capacity. An attribute will be assigned to GL Account values to indicate whether an asset profile is required for the account. The attribute will be referenced by an online validation to ensure asset profiles are populated when certain GL accounts are specified on purchase orders.</p> <p>Alternate Account - The accounting issues committee decided not to enable alternate account functionality for the purpose of mapping to the state's chart of accounts.</p> <p>Flex Chartfield - Many institutions expressed an interest in having a chartfield added to the accounting codeblock. Adding a new field would have a large impact on the scope for the project because budget prep, payroll distribution and data warehouse would all have to be modified. Therefore, the decision was made to exclude this enhancement from the scope of the upgrade.</p> <p>Open Item Balances - USG has made the decision to move away from storing open item balances by social security number. There will be a one time conversion of SSN to employee id. This routine will be executed as part of the upgrade conversion process.</p> |

| Reference | Description | Future State |
|--|--|--|
| Trees | <p>OPPORTUNITY – Maintaining Trees using effective dating best practices will aid many system functions and processing (BPSC).</p> <p>OPPORTUNITY – PS 8.9 offers a tree update reservation option that allows a user to “check-out” a tree for update to prevent update conflicts.</p> | <p>Effective Dating - Member institutions will start using effective dates for trees. Instead of adding all new values to a tree dated 01/01/1900, they will be added to the tree with the most recent date for the fiscal year. There will be one version of the tree maintained for each fiscal year.</p> <p>Tree Update Reservation - Tree reservation is utilized in highly complex environments where multiple users are maintaining tree hierarchies. If used, it will be addressed in the scope of General Ledger training.</p> |
| ChartField Combination Editing | <p>OPPORTUNITY – Additional combination edit rules should be added. A number of examples were raised where invalid combinations, which are not tested for, are posted to the ACTUALS ledger. The use of effective dating on ChartFields and combination editing rules will make adding new rules possible.</p> | <p>Combo Edits - The accounting issues committee identified a number of combination edit enhancements. See Combo Edit issue below for a description of new rules. They are detailed in the Issues section of this document.</p> |
| Journal Entry – Spreadsheet | <p>OPPORTUNITY – The spreadsheet journal provided with PS 8.9 meets the existing requirements and allows users to import journals immediately without having to create a flat file. It can also be used to import standard budget journals. The PS spreadsheet journal can be configured to show only the ChartFields that are used by USG.</p> | <p>Spreadsheet Journal Upload - The USG spreadsheet upload process will be retired during the upgrade. The PeopleSoft delivered spreadsheet will be configured to maximize functionality and minimize the data entry requirements. No customizations are anticipated.</p> |
| Journal Processing | <p>OPPORTUNITY – PS 8.9 offers enhances job scheduling using Job Sets. This allows multiple processes to be combined in one job stream, but maintained using individual Run Control IDs. Success, warning and error notifications can be automatically emailed to support personnel.</p> | <p>Job Scheduling - Batch job scheduling will be addressed by the technical team during the integration testing phase of the project.</p> |
| Journal Generation | <p>OPPORTUNITY – PeopleSoft provides delivered functionality for integrating accounting between Payroll and General Ledger.</p> | <p>Interfacing - Outside interfaces (DOAS, Payroll, Banner, etc) will be retrofitted to populate accounting line tables that can be used in journal generation.</p> <p>Subsystems will be configured to budget check outside interfaces in the journal entry tables instead of the newly created accounting line tables. This will enable users to correct invalid entries identified during the edit process prior to budget checking. Controlled budget and reporting ledger integrity must be maintained.</p> |

| Reference | Description | Future State |
|--|--|---|
| Year End Processing | OPPORTUNITY – New closing rules do not need to be created each year. If a rule change is required a new effective dated row should be inserted into the rule and the changes should be made to the new row. | Year End - The business process documentation will be updated to address this change. |
| PS/nVision Reporting | OPPORTUNITY – PS/nVision offers new report request security that allows users to create private and public report requests. | nVision - New functionality offered in nVision will be addressed in the General Ledger training. |
| Archiving | OPPORTUNITY – PeopleSoft 8.9 provides robust archiving tools that can be used across all PeopleSoft modules. | <p>Archival - Archiving will be addressed after the Upgrade is complete. USG support staff wants to utilize the PeopleSoft delivered functionality in PS8.9 as the tool for archiving historical transactions.</p> <p>Note: A records retention strategy needs to be in place prior to initiating the archive project.</p> |
| Commitment Control Budgets | OPPORTUNITY – The PeopleSoft Upgrade Budget Processor can be configured to populate a project header level budget to serve as a cumulative budget for a project/grant. This ledger could be married with the existing PRJ_GRT ledger group and provide the foundation for future Grant initiatives (AIC). | Control Ledgers - The upgrade budget processor will be configured to create a project header ledger group and a detail ledger group. The detail ledger group will be the only control ledger that will be balanced with offsetting entries. All account types will be included in the detail control ledger. |
| Budget Security | OPPORTUNITY – Budget security restricts the access to bypass, budget date and overriding commitment control. Self-service features like budget inquiry and notification could be utilized to increase end-user visibility to transactions and balances (BPSC). | <p>Budget Security - Budget security will be implemented for the following budget events: budget date, budget override and budget bypass. Budget inquiry, notification, transfer and entry will not be configured at this time.</p> <p>Note: This decision impacts the security team</p> |
| Manager Self Service | OPPORTUNITY – Budget inquiry and notification could be utilized to increase end-user visibility into transaction detail and ledger balances. | Self Service - Budget Inquiry and Notification are out of scope for the initial phase of the financials upgrade. |

37. Action Items and Outstanding Issues

| Item No. | Description | Assigned To | Target Date | Resolution |
|----------|---|-----------------------------|-------------|---|
| 1 | SHPs for FSA administration – USG needs to explore mandating that all institutions use SHPs for Flexible Spending Account administration | Project Sponsor | 11/10/2006 | |
| 2 | <p>Hard Close – USG customized R7.5 to allow USO to close institutional accounting periods (by ledger) and prevent them from being re-opened by users other than USO.</p> <p>R8.9 introduced new functionality to close accounting period by sub-module and transaction type in addition to ledger.</p> | Accounting Issues Committee | Complete | <p>The accounting issues committee decided to bring forward the hard close customization. The retrofit design should close the all ledger groups in the submodules and the general ledger at one time. Adjustment periods will also be included in the scope of the modification.</p> |

| Item No. | Description | Assigned To | Target Date | Resolution |
|----------|---|-----------------------------|-------------|--|
| 3 | <p>Combination Edits – R8.9 introduced enhancements to the combination edit process. USG should assess areas that could benefit from increased validation and implement new combination edit rules.</p> <p>Note: Debbie Lasher has agreed to be the central collection point for new combination edit requirements.</p> | Accounting Issues Committee | Complete | <p>The institutions who participate in the accounting issues committee desire addition combination edits. Additional rules identified include:</p> <ul style="list-style-type: none"> • Department & Account – Restrict accounts used by the Library or Bookstore • Fund, Program and Account – Fund Code 12000 requires a program code on balance sheet accounts • Fund and Program – Fund Code 12000 can only be used with program code 2XXXXX • Fund and Account – Restrict the accounts used by E&G funds • Fund and Project – Fund 20000 and 50000 requires a project id • Fund and Account – Restrict the fund payroll liabilities can be paid out of. • Fund, Department, Program, Account and Class – Revenue accounts require fund, dept, program and class to be populated. |

| Item No. | Description | Assigned To | Target Date | Resolution |
|----------|---|-------------------------------------|-------------|--|
| 4 | Spreadsheet Journal Entry – PeopleSoft R8.9 delivers a robust spreadsheet upload process. USG should eliminate their custom spreadsheet upload and opt to utilize the delivered tool. | Fit/Gap | Complete | The GL Fit/Gap user group decided to drop the USG spreadsheet upload in favor of the PeopleSoft delivered upload. |
| 5 | <p>Fund Balancing / Intraunit Accounting – USG should determine if the accounting methodology for performing fund to fund transfers needs to change. Does an account other than cash need to be utilized?</p> <p>Kennesaw State made a request to put project id's on the intraunit offset entries.</p> | Accounting Issues Committee | Complete | The institutions represented at the Accounting Issues Committee meeting desired a new intraunit account be created. Debbie Lasher needs to create a new year-end procedure to eliminate the intraunit cash account (118200) with traditional cash (118100) account. The system generated balancing entries will include the program and project chartfields. |
| 6 | Budget Offsets – Should control budgets be balanced? Which ledgers groups should contain system generated budget offsets? | Fit/Gap | Complete | Budget Offsets will be dropped with the exception of the KK Detail ledger group. Offsets will be used for reconciliation purposes only. |
| 7 | Budget Override Customization – Should the option to override all budgetary control (by expense account) be brought forward or can budget control definitions be used instead of customization? | Business Process Steering Committee | Complete | <p>The BPSC decided the budget override customization will be dropped in favor of performing ledger group maintenance. If institutions wish to set everything to override commitment control, the GL super user will update the ledger definition to track.</p> <p>Note: Typically, this will be done only at year end.</p> |

| Item No. | Description | Assigned To | Target Date | Resolution |
|----------|---|--|-------------|---|
| 8 | Secured Budget Events – R8.9 allows users to specify the control budget events they desire to be secured. The security options include: Budget Bypass, Budget Override, Budget Date, Budget Inquiry, Budget Entry, Budget Transfers and Budget Notification. USG should assess these options and implement desired functionality. | Business Process Steering Committee | Complete | <p>Budget security will be implemented on budget bypass, budget override and budget date. A custom conversion process will have to be created to populate the rules based on the security setup currently used in R7.5.</p> <p>Other security and notification options will be explored post-upgrade.</p> |
| 9 | General Ledger and Budget Reporting – USG needs to determine the R7.5 reports that need to be retrofitted and brought forward into R8.9 | Accounting Issues Committee & General Ledger Fit/Gap Group | In Process | |
| 10 | Ledger Changes - Should USG change its chartfield or ledger structure in order to take advantage of functional enhancements in release 8.9? Can the CAPITAL or GAAP ledger groups be eliminated in favor of book codes or adjustment periods? | Accounting Issues Committee | Complete | <p>USG will continue to use ACTUALS, CAPITAL, PLANT and GAAP ledgers. An Adjustment period will be utilized by institutions to record adjusting entries. Debbie Lasher is going to update the BPM to describe the transactions that should be booked in the adjustment period.</p> <p>APPROP, ORG, REVEST and PRJ_GRT ledger groups will be brought forward. A detail ledger group will be added to replace the encumbrance and pre-encumbrance detail that used to be stored in the ACTUALS ledger. A project header ledger will be created to store the cumulative budget for project/grants.</p> |

| Item No. | Description | Assigned To | Target Date | Resolution |
|----------|---|--------------------------|--------------|---|
| 11 | <p>Grant Carry Forward Posting Process – Institutions desire a process for posting grant carryovers. After the fiscal year is finalized and the new budget year is open, users would like to have a panel where the grant accountant could identify the grants, lines and dollar amount to carryover to the new fiscal year.</p> <p>Carry forward rules can be set up for budget ledgers to carry forward into new year. Budget Close setup will be required.</p> | Functional | Complete | Institutions will be given the option to control project ledgers cumulatively or by budget year. If the cumulative option is selected, the carry forward process can be eliminated. |
| 12 | Personal Data Sync to Financials – USG needs to create a strategy for sharing information between HRMS and Financials. USG should explore configuring XML messaging to perform “real time” data syncs on personal data. | Technical | Not Assigned | |
| 13 | Project Grant Solution – The functional team needs to develop a comprehensive grants solution that supports the infrastructure utilized by MCG and/or PeopleSoft Grants | Functional and Technical | Complete | A project grant solution will not be selected for implementation during the upgrade timeframe. The functional team is committed to implementing a configuration that provides the foundation for any grant solution. Because of this, the team has decided to create a cumulative project ledger to support cumulative budgeting and negate the need for performing grant carryforward. |

| Item No. | Description | Assigned To | Target Date | Resolution |
|----------|---|-------------|--------------|--|
| 14 | <p>Banner Fund Balancing on Journals – The functional team needs to review the requirements for creating journal entries and autobalancing interfaced journals from external sources.</p> <p>Note: The functional design will determine how errors are logged and processed. Issue pending functional design sessions and retrofit.</p> | Functional | Complete | A customization will have to be created to set the system source on the journal generator template. JGen-Oth does not invoke the interunit processor. If the system source is changed to a valid source, the processor will create the balancing entries. The same modification will have to be included on the payroll interface. |
| 15 | Journal Load with Validation Errors – Determine how error process logic performs during spreadsheet upload or loading of interfaced flat file. | Functional | Complete | If a spreadsheet journal has errors, they will be logged in the spreadsheet at the time of upload. Interfaced errors will be encountered in the journal edit screens. The online journal entry panels will be used to correct validation and controlled budget issues interfaced from external systems. |
| 16 | Budget Date on Journal Import – Communicate process for capturing budget date on interface journals and spreadsheet uploads. | Functional | Complete | The budget date will be specified on the journal line at the time of entry. Interfaced journals budget date will be defaulted to the accounting date unless specified in the interface file. |
| 17 | Process Monitor Purging Criteria – Determine the retention guidelines for reports and logs stored in the process monitor | Technical | Not Assigned | |
| 18 | Plant Allocation Negative Budgets – 598100, 698100, 798100 – Review the impacts on negative plant allocations budgets. Recommend best retrofit strategy. | Functional | Not Assigned | |

| Item No. | Description | Assigned To | Target Date | Resolution |
|----------|---|-------------|--------------|---|
| 19 | Spreadsheet Journal Entry Setup – Determine the configuration requirements for utilizing the PeopleSoft delivered spreadsheet journal upload. Also define the strategy for rolling out the excel spreadsheet and corresponding macros | Technical | Not Assigned | |
| 20 | Email Feature in Process Scheduler – Configure SMTP server functionality so job and job set notification can be used. | Technical | Not Assigned | |
| 21 | Session Time Out – Determine the optimal browser session timeout settings. | Technical | Not Assigned | |
| 22 | See Tables Associated with SQRs | Technical | Not Assigned | |
| 23 | Personalize and Customize Pages – Determine if security will be enabled to allow users to update their system profile and to make customizations to grids. | Technical | Not Assigned | |
| 24 | Job Scheduling – Develop a strategy to utilize the new functionality in process scheduler to execute jobs nightly. | Technical | Not Assigned | |
| 25 | Use UPK for online training of Budget Managers – Input into overall training strategy | Training | Complete | UPK will be the tool used to train all end user populations. Budget Managers will be included in the training user community. |
| 26 | Budget Inactivation and Impact on Budget Prep – Define the business process for inactivation budget chartfield combinations so they are excluded from future original budgets | Functional | Not Assigned | |

| Item No. | Description | Assigned To | Target Date | Resolution |
|----------|---|-------------------------------------|-------------|---|
| 27 | Fund Balancing / Intraunit Accounting – USG should identify the chartfields the intraunit processor should balance by. Kennesaw State made a request to put project id's on the intraunit offset entries. | Accounting Issues Committee | Complete | The program code and the project id fields will be included in the system generated offsets. |
| 28 | Should reporting ledgers be defined that combine the ACTUALS, GAAP & CAPITAL ledger groups? This could be defined to facilitate reporting for novice users. The combined ledger definition would be based on a SQL view record definition that would join the ledgers together. Transactions could not be posted to reporting ledger definitions. | Functional | Complete | Reporting ledgers will not be configured at this time. The benefit of combining the ledgers is outweighed by the increase in the testing and reconciliation scope. |
| 29 | USG needs to assess whether the business process for funding lapse should include a step to update the budget period status so requisitions, purchase orders and invoices cannot be charged to a closed year. | Business Process Steering Committee | Complete | The BPSC made the decision to use the budget period hold functionality in the control ledger definition to restrict encumbrances from being over liquidated. |
| 30 | Should USG implement row level security on the department id field? | Business Process Steering Committee | Complete | Due to the complexity of implementing row level security the BPSC decided not to secure the department field in the Financials modules. Further, they felt the issue of departmental security was a system wide issue and not isolated to the PeopleSoft upgrade. The BPSC requested that the issue be escalated to the Project Sponsor for ongoing procedural directives regarding this issue. |

| Item No. | Description | Assigned To | Target Date | Resolution |
|----------|---|-----------------------------|--------------|--|
| 31 | The state legislature may pass a law where tuition would not be included in lapse. For this reason, you USG be proactive and break Fund 10000 into State and Tuition funds? | Accounting Issues Committee | Not Assigned | |
| 32 | Should USG implement a summary ledger for fund and account as a mechanism for increasing the performance of queries and reports? | Technical | Complete | Summary ledgers will not be implemented at this time. If the performance of reports or queries appears to be slow during development, this decision will be readdressed. |
| 33 | Should USG change its controlled ledger structure in order to take advantage of functional enhancements in release 8.9 | Functional | Complete | <p>A project / grant parent ledger will be created during the upgrade process. There will be a budget period of ALL assigned to the transactions. Institutions will have the ability to allow a project to be controlled cumulatively or by budget period.</p> <p>A detail KK ledger will also be populated during the upgrade process. This ledger will take the place of the transaction detail eliminated from LEDGER during the migration to 8.9. All accounts will be included in the "tracking" ledger so institutions will have visibility into encumbrance balances on revenue and balance sheet accounts.</p> <p>The ledgers are in addition to the APPROP, ORG, REV_EST and PRJ_GRT ledger USG currently utilizes.</p> |

| Item No. | Description | Assigned To | Target Date | Resolution |
|----------|---|-----------------------------|-------------|------------|
| 34 | Should USO change the way auxiliary budgets are controlled. Are additional funds needed to break auxiliaries out into service areas | Accounting Issues Committee | Not Started | |
| 35 | Should control budgets be zeroed out once lapse is remitted back to the state? | Accounting Issues Committee | Not Started | |
| 36 | Should USG change the number of control on appropriation funds to a simpler structure in order to minimize the number of budget transfers? If so, when should this policy be implemented? | Accounting Issues Committee | Not Started | |
| 37 | Should USG implement the cash flow statement in the general ledger or should the existing nVision reports be retrofitted? | Functional | Not Started | |