May 30, 2023

UCSB Financial Management Modernization

Project and Grants Management (PGM)
Wave 2 - 4: Sponsored Project Budget Conversion Clean-up
Kick-off

Topics

1. PGM Conversion team
2. Project Criteria & Scope
3. Clean-up Guidance
4. Timeline
5. Demo: How to prepare data in GUS
6. Next Steps
7. Q&A

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PGM Conversion Team

PGM Workstream Leads

Tyler Clark, *EMF Manager*

Jane Kittle, *CFO Research Division*

Mattie Moore, *Deloitte Implementation Partner*

Functional Conversion Leads (Budget & Costs)

Kelly Hayton, *EVC Assoc Director of Finance & Ops*

Jane Kittle, *CFO Research Division*

Technical Conversion Team

Anna Lin, *Business Systems Analyst*

Dan Gallagher, *GUS Conversion Lead*

Project Criteria

We've simplified project criteria to be a series of Yes or No questions.
If any of these answers are Yes, the project should be in PGM.

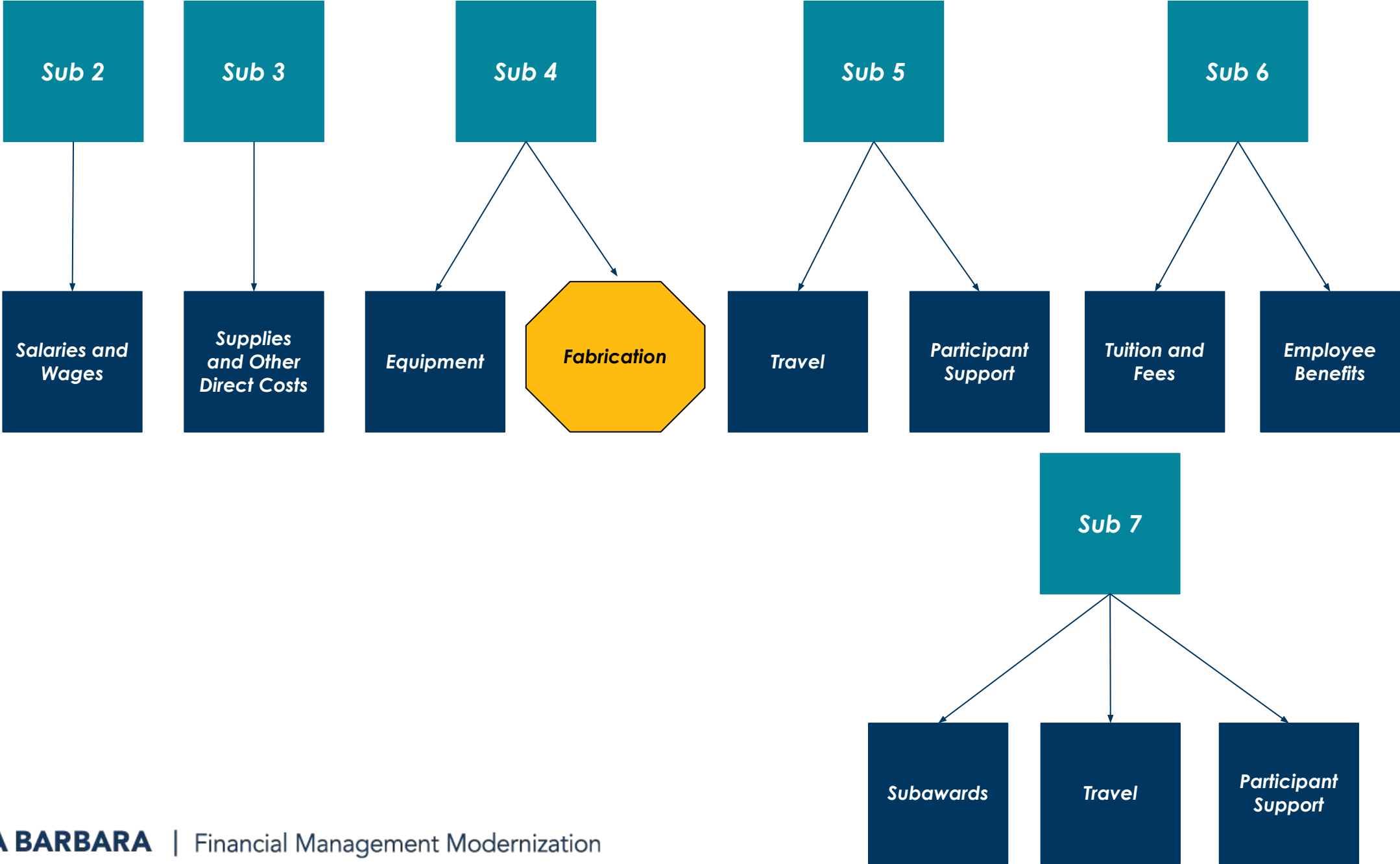| Criteria	PGM Project?
Is this externally funded by an award notification or other agreement made through the Office of Research (i.e., sponsored project, which is a policy-defined activity)?	**Yes**
Is this capitalizable and/or a construction project or feasibility study to be managed by FM or D&CS?	**Yes**
Is this funding allocated to a specific faculty member or PI? And will it require PI dashboard level reporting and recurring transactional approval from PMs and PIs?	**Yes**

Is this body of work defined for a period of time during which there will be a significant number of transactions, **plus** *one of the following?*
    A)   *Multi-fiscal year Inception-to-Date reporting required*
    B)   *Internal reporting needs are not met by referencing another CCoA segment value*
	Yes (optional)

Budget Conversion - Scope

Our primary concerns for Budget Conversion are below - we have outlined data sources for each.

Sponsored Projects	Start-Up Projects	Retention	Other Faculty Discretionary
Sponsored projects will convert a full budget and ITD costs	Start-Up projects will convert a full budget and ITD costs	Retention Projects will be converted with ITD data for budgets and costs	Faculty Discretionary will only convert positive budget balances - please work to clear any deficits!
GUS (and validated with PeopleSoft data)	*Assistant Deans*	*Assistant Deans*	*GUS*

We will work to gather data from Assistant Deans, so we will ask you all to focus on sponsored project budget and discretionary cleanup.

For faculty discretionary projects, we will reconcile with the Account-Fund combination in the General Ledger to ensure that budget balances do not exceed total funding. If reconciliation reveals that the project budgets exceed total funding, those will fall out of conversion until we can regroup with your team.

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Sponsored Projects: Sub Account to Expenditure Categories: 44 Accounts

Sub 2 → Salaries and Wages

Sub 3 → Supplies and Other Direct Costs

Sub 4 → Equipment, Fabrication

Sub 5 → Travel, Participant Support

Sub 6 → Tuition and Fees, Employee Benefits

Sub 7 → Subawards, Travel, Participant Support

Sponsored Projects: Sub Account to Expenditure Categories: 78 Accounts

Sub 3
- Supplies and Other Direct Costs
- Stipends
- Participant Support

Sub 7
- Travel
- Participant Support
- Tuition and Fees

Sub 5
- Travel
- Participant Support
- Stipends
- Tuition and Fees

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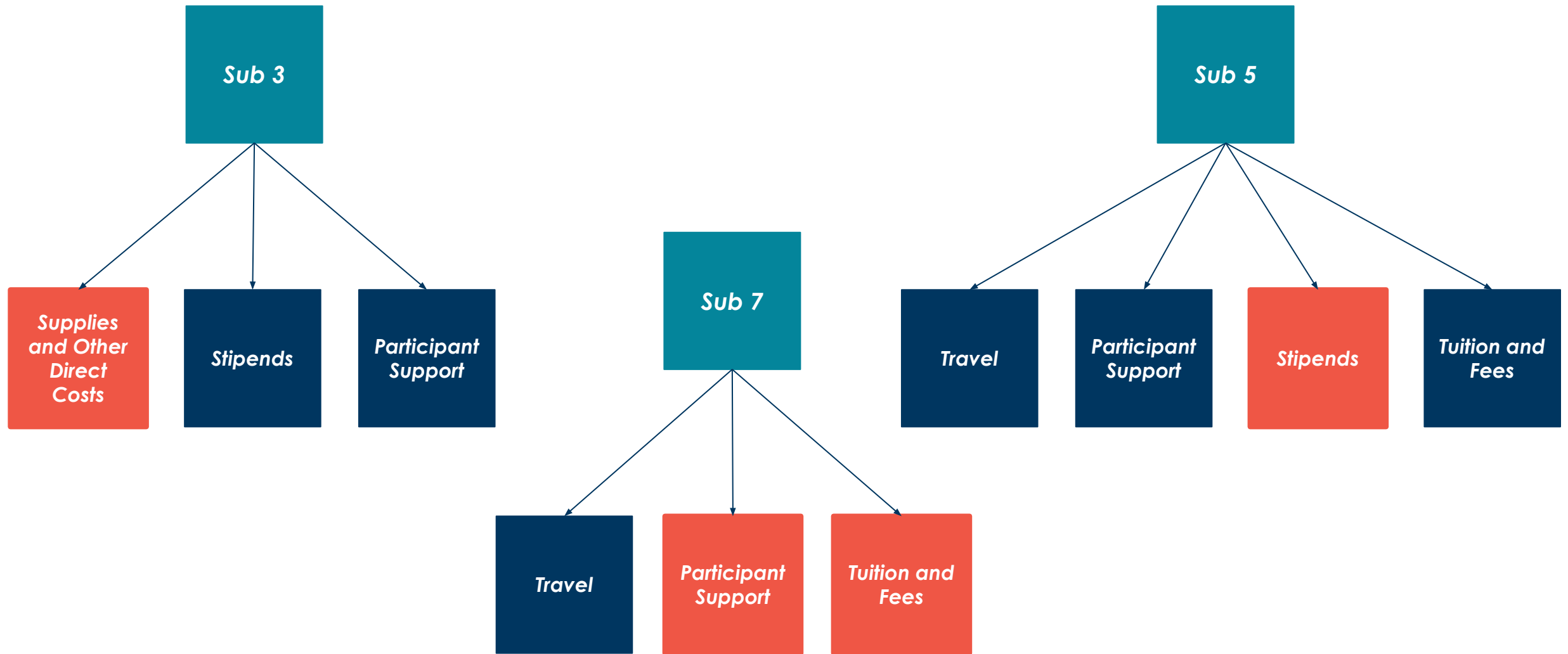
Sponsored Project Budget Conversions – Clean-Up Guidance

As a reminder, in the future, Fabrications will be separate projects on a Sponsored Award. Below is guidance for how to structure their budget for conversion.

Fabrications will be driven from Sub 4 - and we will use the alphanumeric combination to differentiate fabs as needed

Please list each fabrication (if multiple) as its own Sub on 4 (i.e. 4a, 4b)

On each alphanumeric sub, please list the description with the Fab ID

Sponsored Project Budget Conversions – Timeline:

Below are important conversion due dates. Feel free to begin cleanup as soon as you can.

Object Kick-off Meeting	Data Clean-Up	GUS Extract & Transform	Data Review
Today's meeting. Discuss expectations	Deadline for the cleanup	Dan will extract your data	Review for discrepancies or questions after the extraction
5/30/23	⭐ 7/10/23	7/17/23	7/24/23

You will all also receive an invitation to office hours on **Mondays and Wednesdays at 9:05 a.m.**

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Demonstration

Jane is going to walk us through a quick demo of cleanup in GUS.

Reminders & Additional Information

Project Clean-Up Status Update
- Wave 2 review completed, awaiting clarification from departments.
- Wave 3+4 review in progress. Expect to receive follow-up emails in the coming week.
- Finalized data sets will be uploaded into departmental GUS instances by mid to late June. Stay tuned.

Ongoing Project Maintenance
- Any new projects created in GUS, remember to complete the "PGM Conversion" tab to streamline data extraction for subsequent conversion rounds.

Staying Engaged & Support

Instructions & FAQs
GUS Project Budget Conversion Instructions

Office Hours
Mondays & Wednesdays from 9:05 - 10:00 AM

Email
fmm-pgm-conv-leads@farm.ucsb.edu

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Appendix

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Design Workshops - Iterative Process

Each Design Component adjusted following each Workshop

Feedback
- **Structured Meeting Minutes**
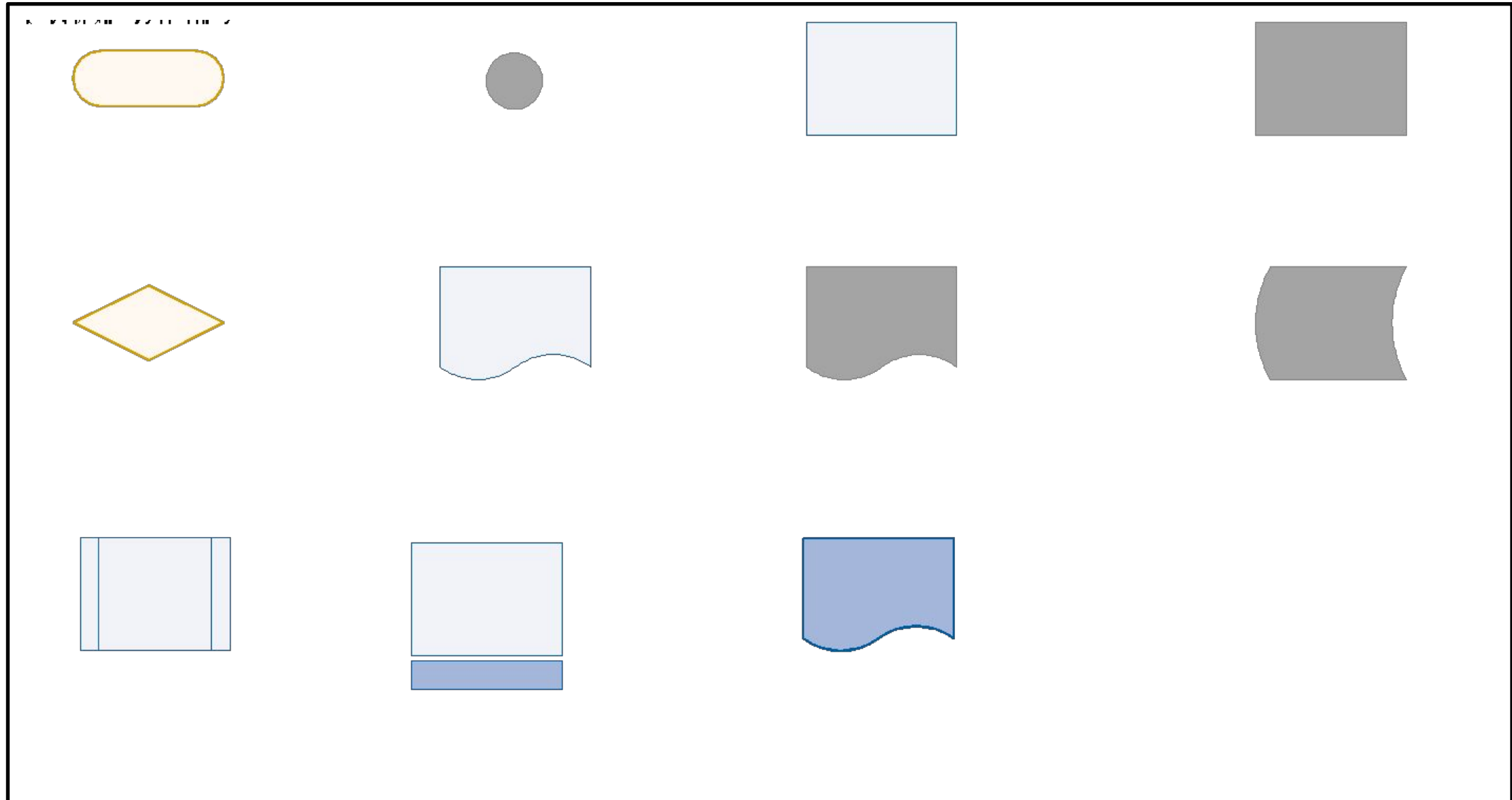 - **Conduct Follow-Up Sessions**
  - **Update Deliverables**
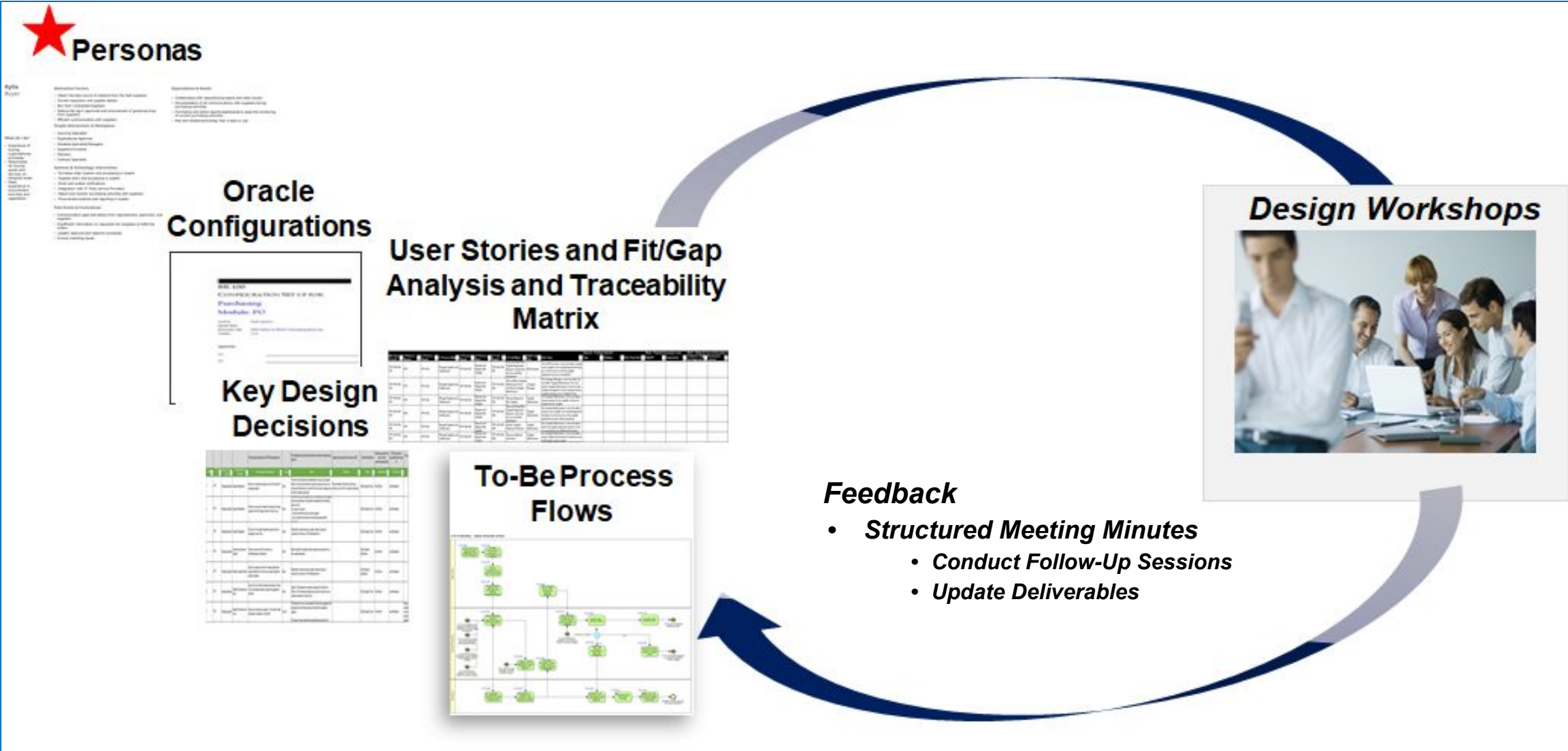
Master Business Process and Oracle Module Scope List

L1 and L3 Business Processes and Module list in scope.

Record to Report

General Ledger	Fixed Assets	Cash Management
Financial Accounting Hub	Lease Accounting	Tax
Account Reconciliation	Manage Asset Additions	Manage Banks, Branches and Bank Accounts
Enterprise Data Management	Manage Depreciation	Reconcile Bank Statements
Maintain Chart of Account	Manage Asset Transactions	Month End Cash Management to GL Reconciliation
Manage Journal Entries	Manage Asset Retirements	Manage Cash Transactions
Perform Allocations	Close Fixed Assets Period	
Close Accounting Period/Year		
Perform Financial Reporting		

Invoice to Cash

Accounts Receivable
Advanced Collection
Manage Customers/ Sponsors
Manage Receivables
Manage Cash Receipts
Close Receivables Period

Procure to Pay

Procurement, Self Service Procurement	Accounts Payable, Supplier Portal
Manage Requisitions	Manage Payables Invoices
Manage Purchase Orders	Manage Payments
Manage Receipts	Close Payables Period
Manage Suppliers	
Receipt & Cost Accounting	

Projects and Grants Management

Project Costing, Project Control	Grants Management	Project Contract, Project Billing
Capture Project Costs	Manage Projects Master Data	Manage Sub-recipients
Manage Cost Adjustments	Establish Grant Award/Contract	Manage Project & Grant Billing/Draw
Manage Labor Costing	Manage Project/Grant Budgets	Manage Revenue Recognition
	Update Award / Project / Contract	Close Projects Period

Planning & Budgeting

Financials	Workforce
Budget Baseline	Budget Approval	Adjustment
Department Budgeting	Forecasting

Legend:
- Level 1 Process
- Oracle Module(s)
- Level 3 Process
- To be covered today

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Process Flow Chart/Workbook Key

UCSB Primary Color Palette

Primary Color Palette

The primary color palette is intended for printed materials. Each color in the primary color palette is assigned a PMS and CMYK value. Please use the PMS value when printing with Pantone inks and the CMYK values for 4-color printing.

If you are looking for information on colors for use in digital applications, use our Digital Color Palette.

Navy

PMS 2955 C
C100 M60 Y10 K53

Gold

PMS 7549 C
C0 M28 Y100 K0

Aqua

PMS 633 C
C98 M6 Y10 K29

Moss

PMS 7496 C
C46 M6 Y100 K42

Sea Green

PMS 7716 C
C83 M0 Y40 K11

Coral

PMS 7597 C
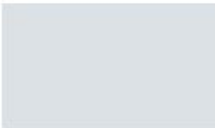C0 M85 Y100 K4

Mist

PMS 5493 C
C47 M4 Y16 K16

Clay

PMS Warm Gray 1C
C3 M3 Y6 K7

Sandstone

PMS 4525 C
C9 M12 Y47 K18

Light Gray

PMS 428 C
C10 M4 Y4 K14

White

White
C0 M0 Y0 K0

Black

PMS Process Black
C0 M0 Y0 K100