UCSB Financial Management Modernization

Cyclical Pre-Conversion Validation

UC SANTA BARBARA

Where we've been

- Six rounds of "practice" conversion to-date:
  - Three sprint cycles
  - Three mock cycles
- Four full cost reconciliation cycles *(sponsored only)*
- 500+ issues identified for resolution across 47 unique departments
  - Missing PIs / project admins
  - Duplicate project names
  - Negative sub budget allocations
  - **Budget not equal to GL allocations**
  - Missing alpha sub4s in GUS for fabs
  - Faculty project balances exceeding available GL allocations

Where we're going

- Only one more formal round of "practice" conversion - UAT
- Looking ahead to cutover timeline (go-live)
  - This will include a cutoff for adding new projects to GUS <u>and</u> wave-5 sheet (non-GUS)
- Need to ensure data is accurate and up-to-date prior to go-live
- Need to prioritize timely GUS reconciliation

Cyclical Pre-Conversion Validation

~Monthly Dates	Activity	Departmental Responsibility
1st	**Master Data Extract** -Projects (GUS, wave 5 sheet)* -Fabrications (ServiceNow) -Awards (ORBiT) -Employees (ODS)	● Set up all new projects in GUS prior to the 1st ● Add manual projects to wave 5 sheet (non-GUS only) prior to the 1st
4th	**Round 1: Pre-Validation Reports**	● Address issues & update resolution status within 2 weeks
21st	**Budget & Cost GUS Data Extract** -Budgets (all allocations for sponsored; reconciled balances for faculty) -Costs (sponsored <u>only</u>)	● Reconcile all PGM-eligible projects in GUS **by 20th**
22nd	**Cost Reconciliation Sheets** *(GUS - sponsored only)*	● Complete reconciliation **by 5th**
25th	**Round 2: Pre-Validation Reports**	● Address issues & update resolution status within 2 weeks
5th	**Cost Reconciliation Sheets Due** *(GUS - sponsored only)*	
7th	**Round 3: Pre-Validation Reports**	● Address issues & update resolution status within 2 weeks

*Only faculty funds projects marked as 'Ready for Conversion'

Pre-Validation Findings

- ○ Errors identified in pre-validation reports will be added monthly to **shared google sheet**

- ○ Once findings have been identified each cycle *(two rounds each month)* an email notification will be distributed to PGM conversion email list to trigger review & resolution

- ○ Departments to update "resolution status" column, add relevant comments for conversion team

Functional Review of *NEW* Projects

- ○ Conversion team will review new projects on a monthly basis to mark as 'ready for conversion'

- ○ Please respond to any emails from Kelly/Jane regarding outstanding questions

Limiting Faculty Funds Population

As a reminder, please encourage faculty members to spend any small-dollar internal funding - this will help us limit the conversion population.

PGM Resource Pool

Provide access to trained resources, fully paid through the Financial Management Modernization (FMM) project, for units facing staffing challenges that may impact their ability to meet key PGM conversion, reconciliation, and testing deadlines.

Support is available for defined periods (expected ~1-3 months at a time) up to 80% time in the following functional areas:

- C&G Pre-Award and Post-Award
- Procurement
- Concur
- Payroll / Timekeeping

Departments seeking resource pool support are encouraged to submit a <u>Resource Pool Request Form</u> at least three weeks prior to the requested support period. **Requests should be submitted by business officers / MSOs only.**

<u>Note</u>: Requests from Academic Affairs departments will be routed to the appropriate Assistant Dean for endorsement prior to formal review by the PGM team.

Staying Engaged & Support

Instructions & FAQs
[PGM Data Conversion](#)

Office Hours
TBD

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

Opportunity to Opt-Out of GUS Conversion

Moving forward, your departments have an opportunity to opt-out of GUS conversion in favor for a more simplified version for Sponsored Projects

If you would prefer, your department can opt into a simplified conversion for Sponsored Projects

This conversion will assume only a single project associated with each EMF Award, rather than referring to GUS for any breakdowns of projects

This decision will be global across your department - it will not be limited to certain awards / existing projects