

EE1 Conversion & Cutover

Agenda

Introduction

High-Level Overview – What is Happening During Cutover and Conversion

- Approach and Schedule
- Description of Phases – Activities and Events

Specific Budget Related Activities and Events

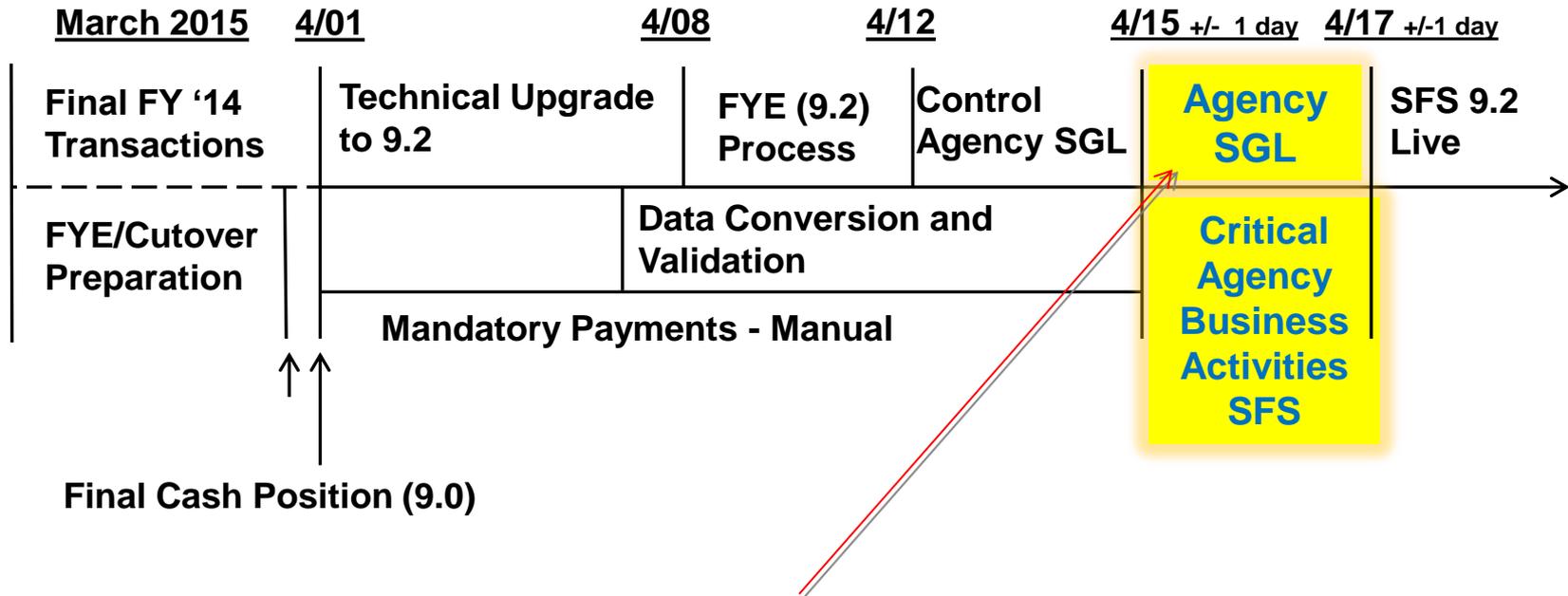
- KK Readiness Activates
- KK_APPROP and KK_SEG Conversion
- Project Parent/Child Conversion
- DOB – Financial Plan and PSP Activities

What is Happening During Cutover and Conversion

Cutover Approach

- FDR is scheduled to begin February 10 and will precede Cutover activities
- Cutover will begin April 1 and include activities that SFS, Office of the State Comptroller (OSC), Division of Budget (DOB), and agency staff need to complete, including FYE, lapsing, technical upgrade, and data conversions
- Cutover consists of following groups of tasks:
 - Final FY '14 transactions, FYE and Cutover Preparation
 - Technical Upgrade - PeopleSoft 9.0 to 9.2
 - Data Conversion and Validation
 - FYE Processing
 - Control Agency Soft Go-Live
 - Agency Soft Go-Live

Cutover Approach - Timeline



Agencies should limit activity from April 15 to April 17 to the most critical tasks.

Lead Up to Cutover – March

To assist with preparations for Cutover, SFS recommends that agency staff complete the following:

- Delete Budget Journals that are no longer necessary.
- Review Purchase Orders (POs) that are related to Contracts and unencumber them.
- Review purchasing patterns and determine what PSP method would be most appropriate for 2015-16 Purchase Orders.
- Trainers should disseminate training to appropriate agency staff.
- Continually review the your agency's Readiness Guide.

Final FY' 14 and Cutover Prep

Typical year end activities (end of March)

▪ Agencies

- Ensure all transactions are submitted within OSC and Business Service Center (BSC) deadlines
- Ensure all purchase orders (POs) are in a valid budget status
- Ensure all vouchers and expense reports are complete
- Perform clean up of any unnecessary/error budget journals, GL Journals and Vouchers

▪ Control Agencies and SFS

- Close POs that are completed
- Delete any general ledger (GL) journals, vouchers and budget journals that are not posted within OSC deadlines
- Deny any expense reports not posted within OSC deadlines
- Travel authorizations and requisitions will be handled differently (see next slide).

Final FY' 14 and Cutover Prep

Additional year end activities to support EE1 at the end of March

- **Agencies**

- Comply with guidelines communicated from OSC to agencies related to transaction processing (e.g., reference Guide to Financial Operations)

- **SFS**

- Close POs related to both agency contracts and master contracts
- Close POs subject to Bureau of Contracts (BOC) even if they do not reference a contract
- Close all requisitions and travel authorizations

Black Out Period (3/31 – 4/17)

- Once the final 2014-15 processing is completed, including DOB and OSC determining the final cash position, the 9.0 PCAS environment is no longer available.
- Critical state business needs to continue
 - ❑ OSC will continue to make mandatory payments outside of SFS
 - ❑ OSC will continue to sweep money deposited in various bank accounts outside of SFS
 - ❑ OSC will continue to make investments and manage cash outside of SFS
- Once the 9.2 environment physically becomes available, all of this activity needs to be recorded and reconciled in SFS prior to making the system available to other users.

Technical Upgrade Activities (4/1 – 4/7)

- **SFS**

- Ensure 9.2 production infrastructure is ready
- Clone 9.0 production (PCAS control agency use) to new 9.2 production (PFIN), Clone PCAS to ERTCAS (agency reference read only)
- Perform technical upgrade with PFIN as source, followed by custom code and configuration migrations
- Apply security role changes and establish batch scheduler

- **OSC**

- Process mandatory payments outside of SFS production
- Validate pre-conversion baseline

- **DOB**

- Prepare for upload of the financial plan

- **Agencies**

- Prepare for upload/creation of agency commitment control (KK) and operating plan with new year budgets.

Data Conversion Activities (4/08 – 4/12)

- **SFS**

- Establish conversion dependent configurations
- Execute conversions and validate
- Release conversion results to agencies

- **OSC**

- Process mandatory payments outside of SFS production
- Perform additional validations of converted data

- **DOB**

- Continue to prepare for upload of new fiscal year financial plan

- **Agencies**

- Lead agencies will have specific data conversion validation responsibilities
- Other agency specific conversion responsibilities are covered in the second part of this presentation

FYE Processing Activities (4/08 – 4/11)

Once the Technical Upgrade and the Data Conversion is complete, the FYE process has to complete before OSC and Agencies can use the system

- **SFS**
 - ❑ Execute FYE processing (some new processes will be discuss later)
- **OSC**
 - ❑ Perform additional validations of FYE processing
 - ❑ Continue to process mandatory payments outside of SFS production
- **DOB**
 - ❑ Continue to prepare for upload of the financial plans
- **Agencies**
 - ❑ Prepare for upload/creation of correcting project/child budget transfers

Control Agency Soft Go Live (4/12 -4/15)

Control Agency Soft-Go-Live begins after all the Fiscal Year End processing is complete and the system is updated to reflect the 2015-16 fiscal year and the 2015-16 budget period. This period is used for :

- OSC will enter all mandatory payments and other financial transactions that happened outside the system during the blackout period
- DOB will enter the KK - Financial Plan information

Agency Soft Go Live (4/14 – 4/17)

Once the system cutover is complete and the agency security is turned on, additional agency conversion-like activities are required before agencies normal business activates can resume. The following activates will need to take place during the Agency Soft Go Live period:

SFS

- Bulkload files submitted during the cutover period will be processed manually and staged in a controlled fashion. The loading of bulkload files may take up to two days and the results may not be available until the end of the Agency Soft Go Live period

OSC

- Payments included on the mandatory payment list, but not paid during the blackout period can be processed by agencies. OSC will take what ever action necessary to ensure they are paid promptly.

Agency Soft Go Live (4/14 – 4/17)

Agencies

- Agencies should not begin to process any payments not included on the Mandatory Payment list until the Agency Soft Go Live period has ended. If a payment needs to be added to the Mandatory Payment list, agencies should contact OSC.
- Agency KK budgets will not be brought into the 9.2 environment and will need to be entered by the agency
- Encumbrances against contracts will not be converted and will need to be re-established by the agency before payments can be made against contracts

Agency Soft Go-Live (4/14 – 4/17)

Expectations related to KK and PSP

- Upload/Create and Post Agency KK and Operating Plan Budgets
- Upload/Create and Post Budget Transfers as needed for Project Child Budgets to restate Program Code, Account and/or Budget Reference
- Use the PSP Adjustment Page to Update Conversion PSP Methods assigned to Purchase Orders as necessary (Where projected expenditures are materially incorrect and not revising would significantly misstate the Financial Plan)
- Assign PSP Method to Converted Contracts where desired
- Submit request to SFS to revise the Contract Profile on converted Contracts where necessary
- Review and Correct Rolled Purchase Orders in a Budget Error

Status

Cutover and Conversion Considerations

Budget, Payment Schedule Projection

Budget Entry Mass Delete

- All Existing Budget Entries (Journals, Transfers, Interunit Transfers) that have not been posted as of March 2015 will be deleted.
 - Delivered Budget Journal Mass Delete
 - One or more earlier executions for prior Budget Period and/or prior Fiscal Year Budgets
- Benefits of Deletions:
 - Increased Batch Budget Checking/Budget Post Performance
 - Simplify/Cleanup Worklist & Manage Commitment Control Approval processes
 - Simplify Find Existing Budget Entries
- Long Term Goal would be to evolve into a standard business process to delete stale budget entries

Budget Entry Mass Delete

Mass Delete Commitment Control Budget Journals

*Unit *Ledger Group Journal Date From Date To

ChartField Search Criteria Personalize | Find | | First 1 of 1 Last

ChartField Name	ChartField Value		
<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Journals Personalize | Find | View All | | First 1-3 of 3 Last

Process	Show Jrnl	Journal ID	Journal Date	Lines	Budget Header Status
<input type="checkbox"/>	Show Jrnl	0001171695	01/31/2014	2	N
<input type="checkbox"/>	Show Jrnl	0001239350	03/10/2014	1	N
<input type="checkbox"/>	Show Jrnl	0001251109	03/14/2014	1	N

Data Conversion

- KK Source Transaction Conversion
- PO Roll 1 & Budget Check
- Budget Close & Rollover Activities
- KK Segregation Conversion
- KK Project Child & DOL Project Parent Conversion
- KK Life to Date Appropriation Conversion
- GL Year End Close
- ESA Project Costing Conversion
- Contract Conversion
- PO Roll2 & Budget Check
- Asset Management Conversions
- Other Non-Critical Path Conversions (Attachments, etc.)

Segregations

- Standard Budget Close & Rollover Processing for Existing Segregations as of 3/31/2015
 - Complete Budget Close and Rollover in 9.2 for KK_SEG (Moves Budget to Budget Period 2015-16)
 - Complete Custom Budget Rollover Budget Journals (Creates 4/1/2015 Dated Budget Journals)
- KK_SEG Conversion to Establish Reserved Segregation Budgets for any non-lapsed unsegregated Appropriation Balances as of 3/31/2015
 - Import & Post Budget Journals from Conversion Program as of 4/1/2015 and Budget Period 2015-16 to Reserved Segregation
 - Converted KK_SEG balances will have “Rxxxxxy” reserved budget reference values representing each Authority Year

KK_SEG Conversion

Budget Header | Budget Lines | Budget Errors

Unit ABC01

Journal ID 0001454620

Date 04/01/2015

Budget Header Status Posted

Approval Header Status Not Required

Lines Personalize | Find | View All | | First 1-27 of 27 Last

Chartfields and Amounts Base Currency Details

Line	Approval Line Status	Ledger	Budget Period	Fund	Dept	Program	Bud Ref	Set Options	Currency	Amount
1	Not Required	KK_SEG_BD	2015-16	22033	1020000	11504	R201415	Set Options	USD	80,000.00
2	Not Required	KK_SEG_BD	2015-16	22033	1020000	11504	R201415	Set Options	USD	19,000.00
3	Not Required	KK_SEG_BD	2015-16	22033	1020000	11504	R201415	Set Options	USD	6,000.00
4	Not Required	KK_SEG_BD	2015-16	22033	1020000	11504	R201415	Set Options	USD	90,000.00
5	Not Required	KK_SEG_BD	2015-16	22033	1020000	11504	R201415	Set Options	USD	31,000.00

KK_SEG Conversion

*Business Unit

Ledger Group/Set

Ledger Group

View Stat Code Budgets

Display Chart

Segregation Ledger Group

TimeSpan

*Type of Calendar

Budget Criteria Personalize | Find | View All | First 1 of 1 Las

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustment
<input checked="" type="checkbox"/>	KK_SEG	B1	<input type="text" value="2015-16"/>	<input type="text" value="2015-16"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria						Budget Status
ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add	
Account	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add	<input checked="" type="checkbox"/> Open
Dept	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add	<input checked="" type="checkbox"/> Closed
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add	<input checked="" type="checkbox"/> Hold
Program	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add	
Bud Ref	<input type="text" value="R%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add	

KK_SEG Conversion

Available Budget

727,000.00

Budget Overview Results

[Personalize](#) | [Find](#) | [View All](#)

			Ledger Group	Account	Fund	Dept	Program	Bud Ref	Budget Period	Budget▼
1			KK_SEG	56000	22033	1020000	11504	R201415	2015-16	156,000.000
2			KK_SEG	60000	22033	1020000	11504	R201415	2015-16	103,000.000
3			KK_SEG	51000	22033	1020000	11504	R201415	2015-16	90,000.000
4			KK_SEG	50100	22033	1020000	11504	R201415	2015-16	80,000.000
5			KK_SEG	60000	22033	1020000	81001	R201415	2015-16	63,000.000
6			KK_SEG	56000	22033	1020000	11505	R201415	2015-16	40,000.000
7			KK_SEG	50100	22033	1020000	81001	R201415	2015-16	37,000.000
8			KK_SEG	54000	22033	1020000	11504	R201415	2015-16	31,000.000
9			KK_SEG	57000	22033	1020000	11504	R201415	2015-16	21,000.000
10			KK_SEG	50200	22033	1020000	11504	R201415	2015-16	19,000.000

Appropriations

- Budget Close without rollover will be executed for KK_APPROP to close Budget Period 2014-15
- Generate Parent for KK_SEG Budget Journals will create KK_APPROP balances in Budget Period 2015-16
 - Generate Parent will be Active on Custom Rollover Journals to Create Appropriations equal to Segregation Balance in Budget Period 2015-16
 - Generate Parent will be Active on KK_SEG Conversion Journals to Create remaining historically unsegregated Appropriation Balance in Budget Period 2015-16.
- Appropriations as of Budget Period 2015-16 will have the new “Axxxxyy” Budget Reference value.

Appropriations

- Life to Date Appropriation Conversion to occur after KK_SEG Budget Close and KK_SEG conversion activities to support Life to Date Reporting & Inquiry
- Non-Lapsed, Non-zero budgets and expenditures for Budget Period 2014-15 and earlier Budget Periods will have their Budget Reference translated to the new “Axxxxyy” Budget Reference layout.
 - These balances will be restated at the balance level via Budget Journals and GL Journals to the KK_APPROP ledger group.
 - Detailed historical transactions will still reflect the transactional budget reference “xxxx-yy” that was entered on the transaction

Appropriations

*Business Unit

Ledger Group/Set

View Stat Code Budgets

Display Chart

TimeSpan

*Type of Calendar

Budget Criteria

[Personalize](#) | [Find](#) | [View](#)

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Pe
<input checked="" type="checkbox"/>	KK_APPROP	B1	<input type="text" value="2015-16"/>	<input type="text" value="2015-16"/>	

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Dept	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Program	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Bud Ref	<input type="text" value="A%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add

Appropriations

Available Budget

647,000.00

Budget Overview Results

[Personalize](#) | [Find](#) | [View All](#)

			Ledger Group	Account	Fund	Dept	Program	Bud Ref	Budget Period	Budget▼
1			KK_APPROP	56000	22033	1020000	11504	A201415	2015-16	156,000.000
2			KK_APPROP	60000	22033	1020000	11504	A201415	2015-16	103,000.000
3			KK_APPROP	51000	22033	1020000	11504	A201415	2015-16	90,000.000
4			KK_APPROP	60000	22033	1020000	81001	A201415	2015-16	63,000.000
5			KK_APPROP	56000	22033	1020000	11505	A201415	2015-16	40,000.000
6			KK_APPROP	50100	22033	1020000	81001	A201415	2015-16	37,000.000
7			KK_APPROP	54000	22033	1020000	11504	A201415	2015-16	31,000.000
8			KK_APPROP	57000	22033	1020000	11504	A201415	2015-16	21,000.000
9			KK_APPROP	50200	22033	1020000	11504	A201415	2015-16	19,000.000

Project Budget (ESA Only)

- ESA conversion for DOL01 will create new Project Parent and Project Child Budgets for newly created Detailed Projects
- ESA conversion for DOL01 will restate Expenditures from Legacy Projects to new Detailed Projects
- DOL01 Legacy Project Parent and Project Child Budgets will be reduced to zero and the related Projects will be closed

Project Budget (Non-ESA)

- Project Budgets are eligible for inclusion in the Project Child Conversion if:
 - Related Project Parent Available balance is not equal to zero
 - Project has at least 1 existing Project Child Budget
 - Project ID is not Closed or Inactive
 - Project has at least 1 Activity ID that is not Closed or Inactive
 - Start Date of Project on Project Parent and Project Child Budget Definition is before 4/1/2015 and End Date of Project is after 3/31/2015

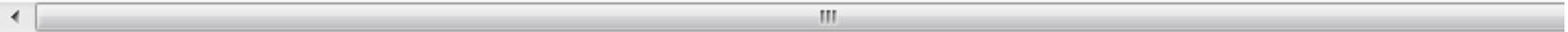
Project Child Budget Conversion

- Eligible Project Child Budgets will have their available budget balance reduced to zero as of 3/31/2015
- Three Major Changes for Converted Project Child Budgets as of 4/1/2015
 - Project Child Budgets will be loaded to equal the Project Parent Available Balance (If more than one Project Child Budget a Proration will occur)
 - Project Child Budget will include Budget Reference (2014-15), Budgetary Program Code (based on historical expenditures)
 - Project Child Budget for Non-Capital, Non-Federal Funds will include conversion of Account to Budget Reform Level (based on historical expenditures)

Project Child Budget

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Project	PC Bus Unit	Activity
OAS01	KK_PRJC	60302	25388	3670000	2011AHFX0036	NYS01	GENERAL



Display Chart



[Return to Inqu](#)

Ledger Amounts

Budget:	59,639.00 USD		
Expense:	59,634.00 USD		
Encumbrance:	0.00 USD		
Pre-Encumbrance:	0.00 USD		

Associate Revenue 0.00 USD

Available Budget

Without Tolerance 5.00 USD Percent (0.01%)

Project Parent Budget

Commitment Control Budget Details

Business Unit	Ledger Group	Project
OAS01	KK_PRJP	2011AHFX0036

Display Chart



Ledger Amounts

Budget:	359,639.00 USD
Expense:	359,634.00 USD
Encumbrance:	0.00 USD
Pre-Encumbrance:	0.00 USD

Associate Revenue 0.00 U

Available Budget

Without Tolerance	5.00	USD
With Tolerance	5.00	USD

Project Child Budget

Budget Header | Budget Lines | Budget Errors

Unit OAS01

Journal ID 0001454956

Date 03/31/2015

*Ledger Group KK_PRJC

Fiscal Year 2015

Period 12

Control ChartField Project

*Currency USD

Budget Header Status None

Rate Type CRRNT

*Budget Entry Type Closing

Exchange Rate 1.00000000

Cur Effdt 03/31/2015

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Original

Budget Type Expense

Attachments (0)

Long Description

Legacy KK_PRJC Closure

Project Child Budget

Unit OAS01 Journal ID 0001454956 Date 03/31/2015 Budget Header Status None
Approval Header Status Not Submitted

 Submit For Approval

get Entry

[Help](#)

[Personalize](#) | [Find](#) | [Vi](#)

Currency Details

Ledger	SpeedType	PC Bus Unit	Account	Fund	Dept	Project▲	Activity	Set Options	Currency	Amount
KK_PRJC_BD		<input type="text" value="NYS0"/>	<input type="text" value="60302"/>	<input type="text" value="25388"/>	<input type="text" value="3670000"/>	<input type="text" value="2011AHFX0036"/>	<input type="text" value="GENERAL"/>	<input type="button" value="Set Options"/>	<input type="text" value="USD"/>	<input type="text" value="-5.00"/>

Project Child Budget

Budget Header | Budget Lines | Budget Errors

Unit OAS01

Journal ID 0001454908

Date 04/01/2015

*Ledger Group KK_PRJC

Fiscal Year 2016

Period 1

Control ChartField Project

*Currency USD

Budget Header Status None

Rate Type CRRNT

*Budget Entry Type Roll Forward

Exchange Rate 1.00000000

Cur Effdt 04/01/2015

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Roll Forward

Budget Type Expense

Attachments (0)

Long Description

EE1 Project Child Conversion

Project Child Budget

Budget Header | Budget Lines | Budget Errors

Unit OAS01 Journal ID 0001454908 Date 04/01/2015 Budget Header Status None
Approval Header Status Not Submitted

Control Budget Entry

[Help](#) [Personalize](#) | [Find](#) | [View](#)

PC Bus Unit	Account	Fund	Dept	Program	Bud Ref	Project▲	Activity	Set Options	Currency	Amount
<input type="text" value="NYS0"/>	<input type="text" value="60303"/>	<input type="text" value="25388"/>	<input type="text" value="3670000"/>	<input type="text" value="11818"/>	<input type="text" value="2014-15"/>	<input type="text" value="2011AHFX0036"/>	<input type="text" value="GENERAL"/>	<input type="button" value="Set Options"/>	<input type="text" value="USD"/>	<input type="text" value="5.00"/>

Additional Conversions

- Source Transaction Conversion – Conversion to support continued use of Custom Source Transactions for Cash Validation based upon Technical PeopleSoft 9.2 Changes
- Budget Attribute Conversion – Support Change to Budget Journals created at KK_SEG and use of Generate Parent and use of Life to Date Reporting after the LTD Appropriation Conversion.
- Document Attachments – Historical Document Attachments will be converted for Posted Budget Journals from 9.0 Custom Tables to 9.2 Delivered Tables

Agency Soft Go-Live (4/14 – 4/17)

Expectations related to KK and PSP

- Upload/Create and Post Agency KK and Operating Plan Budgets
- Upload/Create and Post Budget Transfers as needed for Project Child Budgets to restate Program Code, Account and/or Budget Reference
- Use the PSP Adjustment Page to Update Conversion PSP Methods assigned to Purchase Orders as necessary (Where projected expenditures are materially incorrect and not revising would significantly misstate the Financial Plan)
- Assign PSP Method to Converted Contracts where desired
- Submit request to SFS to revise the Contract Profile on converted Contracts where necessary
- Review and Correct Rolled Purchase Orders in a Budget Error Status



PSP

Adjustment Page

PSP Adjustment Page

- PSP Adjustment Page is used to manage the application of PSP methods for one or more Purchase Order
 - Ability to use criteria to filter POs available for adjustment including POs
 - 4 R's (Recalculate, Reallocate, Re-plan, Restart)
 - Ability to flag PO for PSP re-budget check
 - History of last adjustment performed on the PO
 - Custom View Only and Update Security

PSP Adjustment Page

PSP Adjustment

PSP Adjustment

Run Control ID TEST

Report Manager

Process Monitor

Search Criteria

*Business Unit

PO ID From PO ID To

SetID PSP Method

PSP Type

Contract Setid Contract Profile Contract ID

Primary Selection

Search

PSP Adjustment Page

Search

Select Adjustment Action

PSP Adjustment Action Re-Plan ▼

PSP Method for Re-Plan Action

Budget Check:

Find View All  First  1 of 1  Last									
Select	PO ID	Amount	Unliquidated Amt	Prior Period Unliquidated Amt	PSP Method	Projection Type	Last PSP Action Taken	Last PSP Action Date/Time	
1 <input type="checkbox"/>	0000000042	0.00	0.00	0.00	ALLOC1	Allocation	Re-Start	09/29/14 6:28PM	

Select All

Clear All