

PeopleSoft 9.2 Conversion Update

The Finance/Budget Office continues to meet with the conversion team daily in order to best serve our campus by bringing the concerns to the forefront for resolution to all outstanding matters. We understand that some departments may have contacted our office with issues but may not have received a quick response. Addressing these issues as promptly as we can is our goal. Nonetheless, if immediate assistance is needed, please call our office so that we can expedite your needs. Again, the Finance/Budget Office is here to be a support throughout this transition period.

Here are some of the latest updates that impact your area:

- **Revenue updates are almost complete.** The Revenue conversion has completed; however, the reporting logic needs to be updated in order to be captured in the **Cognos reports**. Revenue should be reflected in the Cognos reports by next week.
- **Salary Encumbrances** are not yet reflected in the **Cognos reports**, although this continues to be a priority. Most of the issues have been resolved, so the reports should display encumbrance data by next week.
- **Ethority Reports** now include an updated crosswalk. Many changes already reported to the Budget Office by Departments have been incorporated. March activity does not appear in the balance-related reports, as the reports currently remain static with February YTD data. Plans for including March transactions are anticipated in the near future.
- The Chart String element "**Function**" is not included in all transactions. Therefore, when running a query to obtain a balance, it is recommended to leave this field blank in order to prevent inadvertently omitting data.
- Although many of the Budget Checking issues have been resolved, we understand that there are more issues that need attention. For any unresolved matters, please contact the HSC Budget Office for follow-up.
- The Budget Office is still meeting with Departments for feedback on mapping changes. Please contact your Budget Analyst if you would like to schedule a meeting.

From 03/02/2016:

Below are some updates on the latest developments following Go-Live related to Cognos and eTherity reports:

- **Revenue Conversion is still in progress.** Therefore, revenue may be incomplete in some instances.
- **Salary Encumbrances** are not reflected in the Cognos reports at this time. They could be incorporated in the reports as early as Friday.
- **Ethority Users** can use a new Reverse Crosswalk tool that will translate the new Chartfield string to the old DeptID, which can be used for account reconciliation and analysis. It is located in the *V9.2 Upgrade & Chart of Accounts > Crosswalk* folder with the name **DeptID Crosswalk by New COA Department**.
- **Ethority Reports** reflect transactions as of end-of-day Friday, February 26th and are expected to be updated with current data starting Monday, March 7th.

Our previous message includes additional information which might be useful during this transition period.

From 02/29/2016:

GO-LIVE!

Now that the Blackout Period is over and the PeopleSoft upgrade and Chart of Accounts conversion have occurred, the Budget Office would like to share the following information, which is specific to our campus.

Chart of Accounts

- A **mapping tool** that converts the old Chart of Accounts to the new Chart of Accounts is available at <http://fit.untsystem.edu/coa>. In addition, other mapping tools (crosswalks) are available in eThority. They are located in the DataBook folder called *V9.2 Upgrade & Chart of Accounts*. Please contact the Budget Office for any assistance with this at HSCBudgetOffice@unthsc.edu.
- The Budget Office will be scheduling meetings in the coming weeks to partner with everyone for feedback on mapping changes, as well as to be a support as we embark on this transition period.

Reports

- **Ethority reports** formatted for the new Chart of Accounts will not be readily available on March 1st, as the reports will need to be modified to accommodate the revised Chart of Accounts. It might take a couple of weeks until the reports are ready, at which time the Budget Office will send a notification. The eThority reports formatted for the pre-conversion data (i.e. prior to March 1, 2016) will continue to be available.
- **Cognos reports** formatted for the new Chart of Accounts should be available as early as Wednesday, March 2nd. The UNT System will notify our campus with any specifics. It is our understanding that the Cognos reports formatted for the pre-conversion data (i.e. prior to March 1, 2016) will continue to be available. If budget information is needed prior to Cognos reports being ready, please contact the Budget Office at HSCBudgetOffice@unthsc.edu and we will be available to assist you.

Forms

- **Changes to transferring funds:** A newly-designed form to transfer funds using the new Chart of Accounts should be available later this week on the HSC Budget Office website. An example of a completed form will also be posted as a guide.
- **DeptID Maintenance Form:** A newly-designed form should be forthcoming and will be posted to the HSC Budget Office website.

Training

- **Training** labs have been scheduled in order to provide hands-on help during this transition period. Representatives from the Budget Office and UNT System will be present to assist during these come-and-go sessions. Employees are encouraged to bring their questions and ePAR/ePRO

transactions, which can be processed during these sessions. Below is a list of the currently-scheduled training labs:

- Friday, 3/4/16 – LIB 410, 10am-3pm
- Wednesday, 3/9/16 – LIB 225, 10am-3pm
- Tuesday, 3/15/16 – LIB 410, 10am-3pm

Due to the new Chart of Account mapping, as well as in order to have time to review the new logic, we would suggest that any financially-related transactions be postponed for the remainder of the week, in order to allow time for any known corrections to be applied before new transactions are processed. In all likelihood, after a conversion of this magnitude, not all data will be completely remapped to everyone's satisfaction initially – however, **please be assured that it is our goal to work through these issues together!**