Finance Program Communications

September 21, 2016 (Revision 2)
Communication #015
Distributed via FINS-FAST mail list

# Chart of Accounts and FINS 9.2 Upgrade Project Go Live Schedule and Deadlines

Your assistance is requested to ensure we have a smooth implementation of the new Chart of Accounts and FINS 9.2 Upgrade on October 3, 2016. This communication serves as reference to assist you in planning and scheduling your individual and departmental tasks.

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| **Why are we implementing a new Chart of Accounts?** | The University's Chart of Accounts is more than 25 years old and no longer meets our financial management and reporting needs. As an update to a new version of our Financial Information System (FINS) was required, it was determined to implement a new Chart of Accounts within the same project. |

## Key impacts

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| **Early month end close** | **The September month end is closing early**. Any transactions that are **not processed** in the September financials based on the following cutoff dates should be coded using the new Chart of Accounts structure either on the revised forms or using the new stamps provided to your department. |
| **Systems Impacted** | • FINS (Financial Information System) including expense claims and purchasing requisitions. FINS will not be available Wednesday, September 28 through Monday morning, October 3.<br>• HAP (HR and Payroll). HAP will not be available to the Community from Wednesday, September 28 through Monday morning, October 3.<br>• SIMS (Student Information Management System). SIMS will not be available from Sunday, October 2nd from 4:30 pm through Monday morning, October 3.<br>• IFPBS access will be removed for all users in preparation for the new Chart of Accounts structure and the Hyperion Planning system launch.<br>• FAST will be changed to display financial information in the new Chart of Accounts format.<br>• Many third party systems that use chart of accounts information will be revised during the Go Live period. The project has been working with each department and IT support groups individually to establish the go live schedule for their systems. A listing of these systems can be found at: http://www.sfu.ca/content/dam/sfu/finance/financeprogram/communications/Website%203rd%20Party%20List%20-%202%20Aug%202016.pdf. |
| **Tips** | 1. Post your September transactions as soon as possible to ensure they can be processed prior to Go Live cutoff dates.<br>2. If you have transactions that do not need to be processed before October 3, 2016 – use the revised forms and stamps so they are received using the new Chart of Accounts structure and values. |

3. From September 23 to October 3, we are unable to create new project ID's. A new governance process (and forms) to request changes to the Chart of Accounts will be implemented on October 3rd. These will be stored on the Finance Chart of Accounts website: http://www.sfu.ca/finance/COA-Landing-pg.html. No other chartfield values (Departments, Objects, and Programs) will be updated until October 3, 2016.

## Primary Tasks , Processes and Deadlines

The following deadlines are relevant to the university community as a whole. Some departments may have additional deadlines that are relevant to their unique operations.

**Unless noted otherwise, all deadlines are 4:00pm**

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| **Procurement Transactions** | For goods and services intended to be paid in September, requisitions must be received by Procurement Services; Strand Hall SH3000. | | |
| | **C-Card Statement Transactions** Scotia Bank C-Card Statement Charges for September | Sept 15 | The September C-Card transaction period will close on September 15th.<br><br>Transactions made after the 15th will appear on the October report. |
| | **C-Card Statement Reconciliation** | Sept 23 | September report (15Sep2016): The reconciliation period will close on September 24th.<br><br>October report (15Oct2016): Transactions made between September 16th to October 2nd should not be reconciled until after October 3. |
| | **Purchases processed by Requisition** | Sept 26 | Goods or services purchases processed by Requisition must be received by Procurement no later than September 26th.<br><br>Requisitions received after September 26th will be processed on or after October 3rd. For Urgent requests, please contact Procurement. |
| | **Staples system** | Sept 30 | While Staples converts their system to our new Chart of Accounts, no online orders can be placed until October 3. |
| **HR Activities** | **New Forms** | | A new PAR forms that reflect the new Chart of Account structure to be posted to the HR websites on September 23, 2016. The new forms must be used for the October 14 pay. |
| | **PAR's** | Sept 19 | Forms received by HR after September 19, must be coded using the new PAR form revised to show the new Chart of Accounts structure. |

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| | **GT Temp pool and GT Status forms** | Oct 3 | New GT forms will be available online on October 3, 2016. |
| **Payroll Activities** | **New forms** | Sept 23 | The new PAF forms that reflect the new Chart of Account structure to be posted to the Finance website on September 23, 2016. The new forms must be used for the October 14 pay. |
| | **PAF's;**<br>**Funds 25 & 30's** | Sept 20 | To be received by Research Accounting; Discovery 2, Room 210. Forms received by Research Accounting after September 20, must be coded using the new Chart of Accounts PAF form. |
| | **PAF's; Funds 13, 21, 23,24, & 29** | Sept 20 | Forms to be received by Special Purpose after September 20 must be coded using the new PAF form revised to show the Chart of Accounts structure. |
| | **PAF's; Funds 11 & TSSU staff** | Sept 23 | Forms to be received after September 23, must be coded using the new PAF form revised to show the Chart of Accounts structure. |
| | **Timesheets – September 30th Pay date** | Sept 23 | Hourly timesheets for September 30th pay to have hours entered and approved by September 23rd.<br><br>Salary Timesheets with all exception reporting due by September 23rd. |
| | **Timesheets – October 14th Pay date** | Oct 3 | Due to system upgrade timesheets will not be available on September 29/30. Please ensure you are up to date on your time entry or please set aside time the following week to meet the usual biweekly timesheet deadlines. |
| | **Pay statement review for September 30th pay** | Sept 27/28 | Pay statements for September 30th pay will be available for viewing by 2pm on September 27th and until 5pm September 28th. After this time employees can contact Payroll to verify direct deposits. Pay statements will be made available again on October 3rd. |
| **Payment Services; Travel Expenses/ Advances & Accounts Payable Invoice Processing** | Travel and Expense/Advance Claims and AP Invoices for **Non-Operating funds** to be paid in September | Sept 21 | Transaction documents received by Research Accounting or the applicable fund manager before September 21 will be processed before Go Live.<br><br>Any transaction documents received after September 21 will be held until October 3rd for processing. Research Accounting or the Fund Manager may need to contact you to receive the new Chart of Accounts values before processing payment. |
| | Travel and Expense/Advance Claims and AP Invoices for **Operating funds** to be paid in September | Sept 28 | Submit all expense claims and vendor invoices to be processed by September 28 to Financial Services Strand Hall Annex. Any claims submitted after September 22 may not be processed prior to Go Live. If possible, hold the entry of the transactions until October 3 and code the transaction using the new Chart of Accounts values. |

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| | Travel and Expense/Cash Advance Claims that miss the Sept 22 deadline | Sept 28 | Cash advance and expense report transactions that have been submitted electronically and have not been completed before end of day Tuesday, September 27th will be **electronically** sent back to you. The physical paper copy of the form will not be sent back to you. You will be notified by a FINS system generated email on Wednesday, September 28th.<br><br>After Go Live on October 3rd, you will be notified again by email that you can sign into the FINS PeopleSoft application; locate the transaction and click re-submit to process the Travel and Expense/Cash Advance. |
| **Student Services** | **SIMS unavailable** | Oct 2 4:30 pm – Oct 3 8:00am | During this period, SIMS will be updated to use the new Chart of Accounts structure. |
| **SIMS Cashiering Offices (incl. Residences & Housing)** | **Cashiering GL interface** | Sept 27 | Last day to run all cashiering GL interfaces to FINS before resuming on October. 3. Cashiering offices should continue with normal cashiering operations.<br><br>Note: Cashiering offices are to ensure GL interfaces are run or re-run for transactions processed in prior business days, at minimum back to start of fiscal year. |
| | | Oct. 3 | Run cashiering GL for business days from September 28 to October 2. These transactions will go to FINS with new chartfield values. |
| **Purchases from/and or Inter Departmental transactions (all funds)** | Purchases and/or interdepartmental transactions after the deadlines noted will be processed in October 2016. | Sept 21 | Campus Bookstores, Science Stores, Meetings and Events (MEC), Athletics, Security and Parking |
| | | Sept 21 | Facilities including TMA work-orders and encumbrances.<br><br>**Note:** Many systems that pass information to FINS will be revised to align with the new Chart of Accounts. The final file transfer or upload to FINS using the legacy (old) Chart of Accounts will occur the evening of September 27. All other file transfers or uploads will be held until the evening of October 3. |
| **Journal Vouchers and Budget Transfers** | All Funds | Sept 21 | Completed journal vouchers and budget transfers including subsystems, to be received in Financial Services; Strand Hall SH3000.<br><br>Journal vouchers and budget transfers received by Research Accounting or the applicable fund manager after this date will not be processed until after October 3. |

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| | New spreadsheet journal upload file format | Oct 3 | Any journal vouchers or budget transfers that do not meet the cutoff dates above must be entered using the revised spreadsheet journal upload file format that will be available on the Finance website on September 28th. This new format is designed to use the new Chart of Accounts structure. Journal voucher uploads files will be held from Sept 28th until the evening of October 3 and then processed. |
| **Bank Deposits** | Deposits should appear on the bank statement | Sept 27 | All bank deposits made on or before this date should appear on the September bank statements. |
| | Final deadline; deposits may not appear on the September bank statement | Sept 27 | Deadline to deposit all money received for September at the Burnaby campus Bookstore. Bag ready deposits received through the morning of September 27 may be outstanding deposits to reconcile but will appear on FAST as of September. |
| | Use new Deposit Summary Form | Sept 28 | A new Deposit Summary form that uses the new Chart of Accounts structure will be available on the Finance website. Any deposit summary forms to be completed after September 28 must use the revised form. |
| **FAST Updates** | FAST unavailable for viewing financials | Sept 28 | The final update to FAST using the legacy (old) Chart of Accounts will be the evening of September 28th. The newest version of FAST using the new Chart of Accounts will be open October 4th with the October 3rd transactions. |
| | | | Notes:<br>• Access to Beta FAST will be removed on September 22 so the update to FAST can begin.<br>• A link to the legacy (old) FAST will be available on the Finance website as of October 3 for historical reference only. |
| **Tools and Resources** | • The Chart of Accounts Website provides a detailed listing of all the new chartfield values. You can view or download the information onto an Excel spreadsheet that you can sort or edit for your departmental use. Link: http://www.sfu.ca/finance/COA-Landing-pg.html | | |
| | • On the Chart of Accounts Website there is a Translation Tool that you can download that can translate old codes to new codes. Instructions are found within the tool itself. Link: http://www.sfu.ca/finance/COA-Landing-pg/COA-translation-tool.html.<br>On **October 3, 2016** download the most recent version of the translation tool spreadsheet. | | |
| | • Online training can be found in the Online Knowledge Centre. Encourage your staff and colleagues to take this online training **before** the system goes live. Training includes course on FINS and FAST. http://www.sfu.ca/finance/financeprogram/online-knowledge-centre.html | | |

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| | • New stamps are being provided to departments to ensure consistent coding of chart of account information on paper documents. |
| | • Paper and online forms have been updated to show the new Chart of Accounts structure. |

## Go Live Support

| | By email | By phone | Key Contact |
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| | For general questions email FPInfo@sfu.ca | | |
| Travel & Expense | tex_help@sfu.ca | 778-782-7087 | Cindy/Lesley/Kari |
| Purchasing | procurement_@sfu.ca | 778-782-4388 | Jennifer |
| Accounts Payable | payables@sfu.ca | 778-782-7087 | Leslie/Reena |
| General Ledger/COA | finshelp@sfu.ca | 778-782-9438 | |
| FAST | finshelp@sfu.ca | 778-782-9438 | |
| Project Costing | finshelp@sfu.ca | 778-782-9438 | |
| Payroll | payroll@sfu.ca | 778-782-8486 | Kathy/Michelle |
| HR | Your regular contact | | |
| SIMS | simshelp@sfu.ca | | |
| 3rd Party Systems | Your regular contact | | |

## For In Person Support

When: Oct 4 – 7th

Where: Room: AQ3144

9:00 am –10:00 am- COA/FAST
10:00 am – 11:00 am Journal Entries
1:00 – 2:00 – Requisitions
2:00 – 3:00 – Travel and Expenses/Advances

*Please check the Finance Program website for updates to this schedule.*