



**GO – LIVE MANUAL  
(DRAFT)  
SFS – PROGRAM RELEASE 08**

**FEBRUARY 8, 2008**



## DOCUMENTATION EXPLANATION AND LOCATION

### **PR 08 SFS WEBSITE:**

**<http://www.uwsa.edu/fadmin/sfs/PR08doc.htm>**

We will have Conversion Status Announcements in addition to documentation on this web page. Users should check this page during the conversion for any important announcements.

### **OVERVIEW OF DOCUMENTATION**

All of the following items can be found on the SFS website mentioned above.

1. **[Details of Posting Up](#)**

This document should be reviewed ASAP and continued to be monitored until the shutdown on February 8<sup>th</sup>. The first time you go through this document you may find some “data” problems that need to be cleaned up. This document discusses Queries you will run before you complete your PRE-GO LIVE checklist to ensure all transactions are posted.

2. **[PRE-Go Live Checklist](#)**

This checklist should be completed by the site leader member on February 8<sup>th</sup> after the DETAILS OF POSTING UP checklist is complete. Also, be sure all users are out of the system before beginning. These queries will also be re-run when the system is back on-line and you should get the same results to ensure data integrity.

3. **[POST-Go Live Checklist](#)**

This checklist should be completed by the site leader member on the first morning of go live (around February 21<sup>st</sup>). This will ensure that data converted properly and that all basic functionality works. Be prepared to enter: 1 PO, 1 Voucher, process pay cycle manager for one voucher, 1 journal online testing project numbers, and 1 journal upload.

4. **[Program Release Changes](#)**

Review changes to SFS based on the program release. Share this information with your users so they are aware of these changes.

## **High Level Campus Timeline of PR 08**

- Available soon

## DETAILS OF POSTING UP

The purpose of this document is to ensure your financial data is in a “completed” state, as much as possible. It is still acceptable for campuses to have unpaid vouchers on Feb. 8. We have various queries that will indicate if you have transactions that are not in a completed processing state. If you do have exceptions this document will guide you through getting all your data processed through the system into a complete state, if necessary.

It is important you follow this document in the order indicated because the order of processing does matter.

**NOTE: ANY TRANSACTIONS WITH A PROJECT ID THAT YOU DO NOT POST (i.e. unpaid vouchers) WILL NEED TO HAVE THE PC BUSINESS UNIT POPULATED WHEN THE SYSTEM IS BACK ON-LINE.**

### **Processing Budget checking errors: (all transactions)**

1. Run the following Query: **UW POSTUP UNPOSTED VOUCHERS**. This query will show you all vouchers that are not budget checked. If you wait for the night-time batch to post vouchers, this list may appear large, but these should be posted before the system is shut down on February 8<sup>th</sup>. Make sure the BMC (budget check) status is not error. Be sure to look at your bursar business unit if you have one (HINT you can use %GBY when prompted on business unit to bring back both UWGBY and BRGBY.)

	Unit	Voucher	Date	BCM Status	Status	Gross Amt
1	UWSTO	00009279	01/03/2008	Not Budget Checked	Unposted	8300.000
2	UWSTO	00009280	01/03/2008	Not Budget Checked	Unposted	22773.200
3	UWSTO	00009278	01/03/2008	Not Budget Checked	Unposted	100.000

### **Processing and posting up purchase order data:**

1. **All PO's need a status of a valid budget check.** Many times this occurs because a project grant end date is out of bounds compared to the accounting date.

Run the following Query: **UW POSTUP PO EDIT**

If you have PO's that have budget checking issues, you will need to fix these before conversion weekend.

2. **Ensure all vouchers payments have been posted.**

Run the following Query: **UW POSTUP AP PMT POSTING**

Go to next step if you have ZERO rows. If you have rows run the payment posting processes.

- a. Navigate to: Accounts Payable>Batch Processes>Payment>Payment Posting

Run it for your entire bank account or for one payment reference listed on the query.

- b. Re-run the query and ensure you have corrected the issue by running the posting process

### **Processing General Ledger data**

#### **3. Ensure all vouchers and payments have been journal generated to the general ledger.**

Run the following Query: **UW POSTUP GL JRNLGEN AP**

Go to next step if you have ZERO rows. If you have rows, run the journal generator process.

- a. Navigate to: General Ledger > Journals > Subsystem Journals >Generate Journals  
Run it for APDEFN definition and choose ALL for the template option.

- b. Re-run the query and ensure you have corrected the issue.

- c. Post journals in GL.

#### **4. Ensure all asset management transactions have been journal generated to the general ledger.**

- a. Navigate to: General Ledger > Journals > Subsystem Journals >Generate Journals  
Run it for AMDEFN definition and choose ALL for the template option.

- b. Post journals in GL.

#### **5. Ensure all AR transactions have been journal generated to the general ledger.**

- a. Navigate to: General Ledger > Journals > Subsystem Journals > Generate Journals
- b. Run it for ARDEFN definition and choose ALL for the template option.

- c. Post journals in GL.

#### **6. Ensure all billing transactions have been journal generated to the general ledger.**

- a. Navigate to: General Ledger > Journals > Subsystem Journals > Generate Journals
- b. Run it for BIDEFN definition and choose ALL for the template option.

- c. Post journals in GL.

#### **7. Ensure all journals have been posted. This includes ACTUALS / STD\_BUDGET / REPORTS ledgers.**

Run the following Query: **UW POSTUP GL JOURNALS**

Go to next step if you have ZERO rows. If you have rows run the GL posting process.

### **Processing AR and Billing**

Verify all items (invoices/credits/payments/maintenance) are posted in AR with a posted date.

All bills must complete all BI processes and be posted in AR. This means all bills must have a status of INV and completely processed through BILDGL01 and BILDAR01.

Run ARUPDATE, then run journal generator. Ensure journals are posted.

**PRE – GO LIVE CHECKLIST – TO BE COMPLETED FRIDAY,  
FEBRUARY 8<sup>th</sup> IN THE AFTERNOON:**

**Purpose:**

This checklist should be completed by a SITE LEADER on February 8 after the DETAILS OF POSTING UP checklist is complete and UWSA has posted any remaining transactions. These queries will be re-run the morning the system is back on line and you should get the same results which will verify data integrity.

**VERY IMPORTANT - COMPLETE THE “DETAILS OF POSTING UP” PRIOR TO STARTING THIS CHECKLIST.** The Details of posting up will have you run various posting processes. These queries must be run prior to recording any counts. Also, ensure all your users are not entering data during or after you run the verification queries.

All recurring processes will be cancelled Friday morning (February 8<sup>th</sup>) around noon. UWSA will post up between noon and 2:00. You will be responsible for completing the details below after UWSA has completed posting up and verification. Run the report and queries as you go through the checklist.

**Overview of documents contents:**

Check	Action	Start Page
	Run query to determine campus recurring jobs	2
	Run and print nVision report 89UPGRAD(x) as of 2/29/08	2
	Consider running other nVision reports that you want to compare results with in version 8.9. May want to talk to your internal auditors to see if they have any recommendations other than what is in this checklist.	3
	Run all the UWUPGRADE% queries and record results. These queries give counts on your transactions and chartfields.	3

1. **NOTE: RUN THIS QUERY BEFORE FEBRUARY 8 AT NOON.**

Run query for campus recurring jobs. Run the query: **UW 89 RECURRING JOBS.** You will be prompted to enter your business unit. The results will show any scheduled jobs that are run by users on your campus. Make sure to print this information and share with whoever is on the list. All recurring jobs will be cancelled Friday, February 8<sup>th</sup> in the morning, so run this query before Friday. Each user will need to re-set up the recurring jobs after the system is back on line.

2. Run the following nVision report and print out the results when the e-mail is sent informing you to do so on February 8<sup>th</sup>. The same report will be run when we go live, ensuring we get the same results.

a. REPORT REQUEST = 89UPGRAD(x)

- i. (x) = 1 – campuses not using Asset Management
- ii. (x) = A – campuses using Asset Management
- iii. (x) = M – UWMIL (contains ACCRUAL Ledger information)

\* Run the report as of 02/29/08.

**BE SURE TO PRINT THIS REPORT.**

You will refer to this in step 2 of the POST GO LIVE CHECKLIST when the converted system comes up.

Navigate to: UW nVision > nVision Report Submit Center

b. Choose category of UPGRADE

Three reports can be found, select the 89UPGGD(x), and then select your campus

Run the following Queries after you receive the go ahead e-mail on February 8<sup>th</sup>. Note the total count:

You will then re-run the same queries when we go live, ensuring we get the same results. (There may be slight differences due to payroll transactions)

- UWUPGRADE\_DEPT\_COUNT ACTIVE \_\_\_\_\_ INACT\_\_\_\_\_
- UWUPGRADE\_PROJECT\_COUNT ACTIVE \_\_\_\_\_ INACT\_\_\_\_\_
- UWUPGRADE\_JRNL\_COUNT \_\_\_\_\_
- UWUPGRADE\_LEDGER\_COUNT \_\_\_\_\_
- UWUPGRADE\_LEDGERBUD\_COUNT \_\_\_\_\_
- UWUPGRADE\_VCHR\_COUNT UW \_\_\_\_\_ BURSAR\_\_\_\_\_
- UWUPGRADE\_VNDR\_COUNT UW \_\_\_\_\_ BURSAR\_\_\_\_\_
- UWUPGRADE\_PO\_COUNT \_\_\_\_\_
- UWUPGRADE\_AM\_COUNT (if using Asset Mgmt)\_\_\_\_\_
- UWUPGRADE\_BI\_COUNT (UWEXT only) \_\_\_\_\_
- LAST TRANSACTIONS USED:  
UWUPGRADE\_LAST\_CHKREF UW \_\_\_\_\_ BURSAR\_\_\_\_\_
- UWUPGRADE\_LAST\_VCHR: UW \_\_\_\_\_ BURSAR: N/A
- UWUPGRADE\_LAST\_VNDR: UW \_\_\_\_\_ BURSAR: N/A
- UWUPGRADE\_LAST\_POID: \_\_\_\_\_  
(ONLY APPLICABLE TO BU's that use PO auto numbering.)

**SYSTEM WILL GO DOWN IN THE EVENING OF FEBRUARY 8th.**

**POST – GO LIVE CHECKLIST – TO BE COMPLETED when the conversion is complete. Should occur between Wednesday, Feb. 20, and Monday, Feb. 25, 2008:**

**Purpose:**

**When your campus is informed that SFS is ready to be used, the site leader should run the nVision report and queries first.**

This check list will ensure that data converted properly and that all basic functionality is working PRIOR to large volumes of transactions and users being on the system. Also, guinea pig campuses (Madison, Milwaukee, River Falls and Parkside) have staff be prepared to enter 1 PO, 1 Voucher and run paycycle, 1 journal online, and 1 journal upload.

**Overview of documents contents:**

<b>Check</b>	<b>Action</b>	<b>Start Page</b>
	Run nVision report request 89UPGRAD(x) as of <b>TODAY</b>	
	Compare results to reports run on 2/8	
	Run all the UWUPGRADE% count queries. These queries give counts on your transactions and chartfields.	
	Test AP module prior to releasing system to all users: Enter one voucher and run express check. Post entries and examine results.	
	Run GL journal generator for AP accounting entries	
	Test PO module prior to releasing system to all users: Enter one PO, budget check and dispatch.	
	Test Journal Upload Process	
	Ensure combination edits are working properly. System will run the combo explode process centrally.	
	Give the all clear to AM / AR / BI users to enter one transaction and run all applicable processes on transaction. Then report back to you with results.	
	If all checks out give the all clear by sending an email to UWSA Problem Solvers stating that you are ready for the system to be released to all users to perform their GO LIVE checklist. Normal processing will begin after we get all clear from campuses.	

**1. Run the following nVision report and compare it to the results at the end of day on February 8. You can run this on the WEB or on the client.**

- To run report on the web navigate to  
[UW nVision > nVision Report Submit Center](#)
- Choose category of UPGRADE  
Three reports can be found – 1 for non-AM Campuses – 2 for Campuses with AM and 3 for UWMIL who also has an ACCURAL ledger.
- RUN REPORT REQUEST  
\* Run the report with an as of date of 2/29/08.  
These reports were run in PRE GO LIVE checklist step 1.  
**Note: System could be processing payroll transactions that may account for variances in your report.**

**Compare the results**

**Do they tie out?** \_\_\_\_\_

**If not can you account for all variances?** \_\_\_\_\_

**2. Run the following Queries. Compare these results to the PRE GO LIVE checklist.**

Note: Minor variances may be a result of running the queries on February 8<sup>th</sup> prior to processing being completed.

- UWUPGRADE\_DEPT\_COUNT *ACTIVE* \_\_\_\_\_ *INACT* \_\_\_\_\_
- UWUPGRADE\_PROJECT\_COUNT *ACTIVE* \_\_\_\_\_ *INACT* \_\_\_\_\_
- UWUPGRADE\_JRNL\_COUNT \_\_\_\_\_
- UWUPGRADE\_LEDGER\_COUNT \_\_\_\_\_
- UWUPGRADE\_LEDGERBUD\_COUNT \_\_\_\_\_
- UWUPGRADE\_VCHR\_COUNT *UW* \_\_\_\_\_ *BURSAR* \_\_\_\_\_
- UWUPGRADE\_VNDR\_COUNT *UW* \_\_\_\_\_ *BURSAR* \_\_\_\_\_
- UWUPGRADE\_PO\_COUNT \_\_\_\_\_
- UWUPGRADE\_AM\_COUNT \_\_\_\_\_
- UWUPGRADE\_BI\_COUNT \_\_\_\_\_

- **Compare the results**

**Do they tie out?** \_\_\_\_\_

**If not can you account for all variances?** \_\_\_\_\_

Throughout this checklist note your transaction id's. See if they correspond to the LAST TRANSACTIONS used per the pre go live checklist (i.e. last check id ref, last vchr id and last vndr id.)

**3. Test accounts payable prior to releasing system to all users:**

- Enter a Direct Voucher  
After saving voucher note the voucher number \_\_\_\_\_. Compare the vchr id to the last vchr id used per the pre go live checklist.
- Enter a PO Voucher that will finalize a purchase order
- NOTE VOUCHER\_ID \_\_\_\_\_. This number should be +1 per the number you noted on the PRE-GO LIVE CHECKLIST for the last voucher id used.
- Be sure to mark as finalized. Save.
- Run Voucher BCM
- Run Voucher Post
- Prior to running pay cycle be sure you have tested this before on your desktop. If you are not sure you may want to do a quick test in the test system. Must be sure you have the MICR font and CRYSTAL installed.

- Run a pay cycle and ensure check prints correctly Note Check #. Compare it to the last check number used which you noted on the pre go live checklist.
- MIL and RVF, perform a check restart.
- Run payment post
- Inquire on accounting entries and ensure they look correct.

#### 4. Run journal generator for AP entries:

- Only need to run for AP\_ACCRUAL and PAYMENT template. See below for run control:



- Ensure the journals distributed to GL as expected by opening the journals and reviewing the entries. There should be an AP% and a PY% entry with TODAY'S journal date.

#### 5. Test Purchasing prior to releasing system to all users:

- Enter a new purchase order
- Budget check PO
- Dispatch PO and ensure formatting is correct.
- Enter a voucher against the new PO. Do not save. Just ensure you are able to copy the PO in.
- NOTE PO\_ID if you use auto numbering \_\_\_\_\_. This number should be +1 per the number you noted on the PRE-GO LIVE CHECKLIST for the last voucher id used.

**6. Test Journal Upload process:**

- Upload a journal using the UW upload process.
- If possible upload both an actual and budget
- Edit / bcm / post using the online icons

**7. Ensure combination edits are working properly:**

- Enter a journal and use invalid combinations to ensure combo edits are functioning correctly.
- Try to enter several scenarios each representing one of your combo edit rules. For example enter one row without a FUND. Enter another row with an invalid ORG/FUND/PROG combination.
- Delete the journal by selecting 'Delete Journal' from the dropdown list on the Lines page.

**8. Communicate the following to end users of the asset management / bill and accounts receivable modules:**

- Enter 1 transaction and run all applicable processes from beginning to end before entering multiple transactions.

We want to identify potential problems before a large volume of data is entered.

IF ALL THE ABOVE CHECKS OUT, report back to system by sending an email UWSA Problem Solvers (uwsaproblemsolvers@maillist.uwsa.edu). Once the ALL CLEAR has been given from all campuses you will be notified and then you can allow the rest of your users to logon and begin processing transactions.

Normal transaction processing should not begin until you receive the ALL CLEAR from UWSA.

Make sure to follow up on the LAST TRANSACTION #'S used to ensure the numbers correlate back to what you noted on the pre go live checklist.

## **Program Release Changes**

### **1. IAA for SFS access**

IAA will be used for users to access SFS (web version). The access will be the same as is currently used with WISDM, and will allow the user to log in using local campus credentials. If a user has People Tools (nVision client) access, she will still need to use her SFS user name and password when logging into the nVision client. For users that do not use the client version of nVision, they will not need to know the SFS user name or password.

For new users, Person ID will replace the 3 character SFS log in ID. Current users will continue to have an account with the 3 character login ID. Since IAA is used to access SFS, there are a few instances the user may need to use their SFS log in ID (such as setting up a user as a Buyer).

### **2. Project Numbering**

New project numbers will be auto numbered, with one set of numbers for the entire UW System. The project number format is PRJ##AA where # is a number and A is a letter (i.e. PRJ04BF). Existing project numbers will not be changed.

Campuses that use project numbers need to plan how combination rules and trees will be affected by this auto numbering. Ranges will not work for new project numbers, as there is no correlation to the fund.

### **3. Project Lite**

The current project set up page (under Design Chartfilelds) will no longer be used, and is replaced with new pages (under Project Costing). See the Project Lite training manual for more information.

#### **a. Fund 233**

Fund 233 is set up to use for gift accounts that were previously combined in fund 133. All institutions should add new gift accounts to fund 233. (make sure you add Fund 233 to your trees and combo rules) If you need help with this, Jon Ahola would be delighted to walk you through this.

Institutions using Project Codes will use Project Lite for all projects, including new gifts in fund 233. Existing gift accounts will remain in 133 until July conversion (at latest) or until the institution decides to move existing gift accounts to fund 233. UWSA will assist the campuses in this conversion.

Institutions using Department Codes for gift accounting should consider using Project ID's using Project Lite. Tina Parman will work with campuses that would like to make this change.

#### **4. Project Costing Business Unit (PC BU)**

When a project ID is used in AP, PO, or GL, you must first enter the PC BU. The PC BU will be the same value as the Business Unit field.

The journal upload programs will default the PC BU where needed, so no changes are needed for uploaded files, and PC BU is not included on the journal upload template.

If you need to correct any previous transactions with a project number (cancel payment, etc), the PC BU will not populate when the transaction is journal generated, since the original transaction did not have this chartfield. These journals will error out, so send this information to the UWSA problem solvers mail list ([uwsaproblemsolvers@maillist.uwsa.edu](mailto:uwsaproblemsolvers@maillist.uwsa.edu)), and someone will correct the journal by adding the PC BU.

#### **5. WISDM Project changes**

In conjunction with the Project changes in SFS, there are corresponding changes in WISDM. New project search pages are available for both the Grants Suite users (Milwaukee, Madison, and Extension), as well as Project Lite users. These changes will be documented in the Help section of WISDM.

#### **6. New version of PeopleTools**

There is a new version of PeopleTools, so people that have the client version of nVision loaded on their computers will have to get the new version. The installation has not changed, and the installation files are found at psfin-nt1\sfs88\Client Install. The new version will be available after the conversion is complete.