GUS Cloud Finance and Procurement

Cutover Plan: Transitioning to GUS Cloud

GUS Cloud Finance and Procurement

- Stakeholder Meetings (2013) - Evaluate campus needs & develop rubric.

- Vendor Demos (2014)

- Partnership with Oracle

- System Configuration & Testing

- Training, training & more training!

- GO LIVE – OCTOBER 1, 2016

It's A Journey

GUS Cloud Finance and Procurement

Cutover Plan - Series of events/tasks that are performed to deploy the new GUS Cloud Finance and Procurement systems.

Preparation for Cutover

- **Cashiers – Don Hartshorn**
  - Deposits
  - Financial Aid and Scholarship Sweeps
  - CashNet Unavailable
  - AR Invoices

- **Purchasing – Barbara Jemison**
  - Gorilla Marketplace Forms
    - Pay Vendor
    - Send PO to Vendor
    - Punchouts
    - New Vendor Request
  - BPC Entry Form and Reconciliation

- **Business Office – Misty Button**
  - New Units
  - Corrections
  - Journal Entries
  - Service Clearings
  - Grants

Cashiers – Last Day for Deposits

Friday, September 23, 2016

Last Day for Deposits at Cashiers Office in old System

All campus deposits will need to be delivered to the Cashiers and Student Accounts Office for processing by *3:00 pm*. This includes:

- Auxillary and Service Operations

- Athletics & Ticket Office deposits

- Millennium deposits from Advancement Services

Cashiers – Fin Aid & Scholarships

Monday, September 26, 2016

Financial aid and scholarship sweeps will be shut down

Refunds generated from sweep at 1:00 AM Monday morning will be processed. This is the final student refund processing until after GUS Finance go-live on Oct 3.

Conversion of accounting GL numbers in scholarship sweep to begin.

Cashiers – CashNet Down

Monday, September 26, 2016

CashNet system shut down for conversion

- CashNet will be OFFLINE at 8:00 AM Monday.
- All Online and In-Person cash receipting is UNAVAILABLE until system conversion is completed. Only hand written receipts available.
  - No online student account payments
  - No web portal payments including Transcripts, Admissions applications, ABC signup events, etc.
- PSU and CashNet Project Teams complete CashNet conversion of item codes for the GL chart of accounts.
- Continue to deliver deposits to Cashiers daily, even if CashNet is offline.

Cashiers – AR Invoices

Tuesday, September 27, 2016
Accounts Receivable Invoices will be shut down after 12:00 am.

All AR Invoices will be forward dated to Oct. 1, and posted to new GUS Finance GL.

- Note: 1/2 Refund for Students is 9/26/16.

- Conversion to new accounting for AR Codes will occur on Tuesday, September 27.

- Fee Distribution for September is prepared and posted prior to September 30.
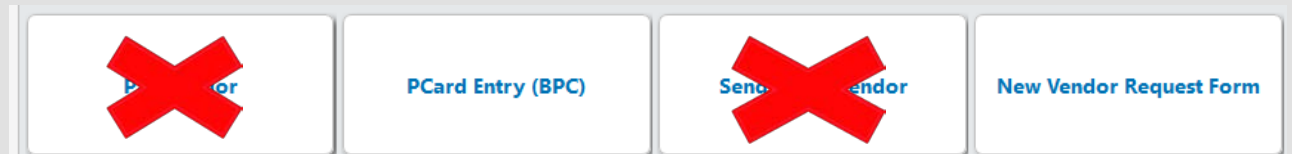
Purchasing – Gorilla Marketplace

Monday, September 19th, 2016

Pay Vendor & Send PO to Vendor Forms will be shut down at 4:30 pm.

- All transactions (including local checks) initiated for payment from the Gorilla Marketplace must be complete and its check written prior to system cutover on September 30, 2016.

- Incomplete transactions not transmitted to the state by end of business on Monday, September 26 will need to be void and re-invoiced in GUS Cloud.

Purchasing – Gorilla Marketplace

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Thursday, September 29, 2016

All Punchouts & New Vendor Request Form will be shut down at 4:30 pm.

*Punchouts will have your PCard on them; this will allow us to reconcile those transactions on the October statement if completed by Oct 5th posting date. After the close of the statement, those outstanding PCard transactions will be an Expense transaction in Gus Cloud on the November statement.

Purchasing – PCard Reconciliation

Wednesday, October 5, 2016

PCard monthly statement ends

- All October 5, 2016 statement transactions will be processed in Gorilla Marketplace and will be posted to GUS Cloud via JE.

- Transactions for the November 2016 statement will be loaded and processed in the GUS Cloud Expenses module.

- Gorilla Marketplace PCard Entry form will be shut down after all transactions for the October 5, 2016 statement are complete.

PCard (BPC)

Business Office – New Units

Thursday, September 1, 2016

Stop all Chart of Accounts changes in GUS Classic Admin

- No new units. Any emergency units set-up during September will have to be created in GUS Cloud live Production environment as well.

- The Chart of Accounts values and mapping will be updated for the final time prior to conversion.

Business Office - Clearings

Monday, September 19, 2016

Service Clearings due to Business Office

Printing, Postal, Engraving, Photo, Physical Plant Materials, Telephone

Friday, September 23, 2016

Clearings Posted

- All Clearings must be posted before CashNet system goes down for receipt and expenditure to post in September.

Business Office

SCHEDULED Payments in process

- October 1 Bond Payments should be in process and complete in advance of Oct 1.

- Payment of Utilities will need to be evaluated based on payment due date to accommodate system unavailability.

- Sales tax returns/payments to the State of KS should be in process.

- Others??

Business Office

__Monday, September 26, 2016__

__Last Day for State Transmit of INF02 Voucher Interface to State of KS for__

__payment processing.__

__Thursday, September 29, 2016__

__Last Day for Local Vouchers & Checks__

- Any local AP vouchers must be completed and check written prior to cutover.
- All INF03 State Warrants/ACH information should be updated and posted for conversion.
- Payroll posting for this week is complete. Next payroll posting is the week of Oct. 10.

Business Office – General Ledger

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Friday, September 30, 2016
General Ledger shut down

- Journal Entries to the General Ledger for September business are available until 4:30 pm
- Shut down postings to old general ledger.
- OIS will assist with final posting of AP transactions.
- September FINAL Month End Reports will be run after 4:30 pm once all transactions are posted.

Saturday, October 1, 2016 - Post conversion GL balances (Actual and Budget) to GUS Finance!

Business Office – Grant Billings

October 1, 2016

Grant Invoices

- All grants operating on a cash reimbursement basis will have an invoice prepared and billed for transactions posted through September 30, 2016

GO LIVE TIMELINE!

SATURDAY, OCTOBER 1, 2016 –

GUS Cloud Team will spend the weekend making sure GUS Cloud Production is ready for action!

MONDAY, OCTOBER 3, 2016 –

GUS Cloud Production environment made available to Campus **SWAT** team members through GUS Portal!

TUESDAY, OCTOBER 4, 2016 –

GUS Cloud Production environment made available to **ALL CAMPUS USERS** in GUS Portal!

What do I need to do to prepare?

- Attend TRAINING!!!

- Be alert for GUS Cloud emails.

- Join the GUS Cloud Finance and Procurement group, and stay tuned to YAMMER!

- Follow the deadlines provided in the Cutover Plan.
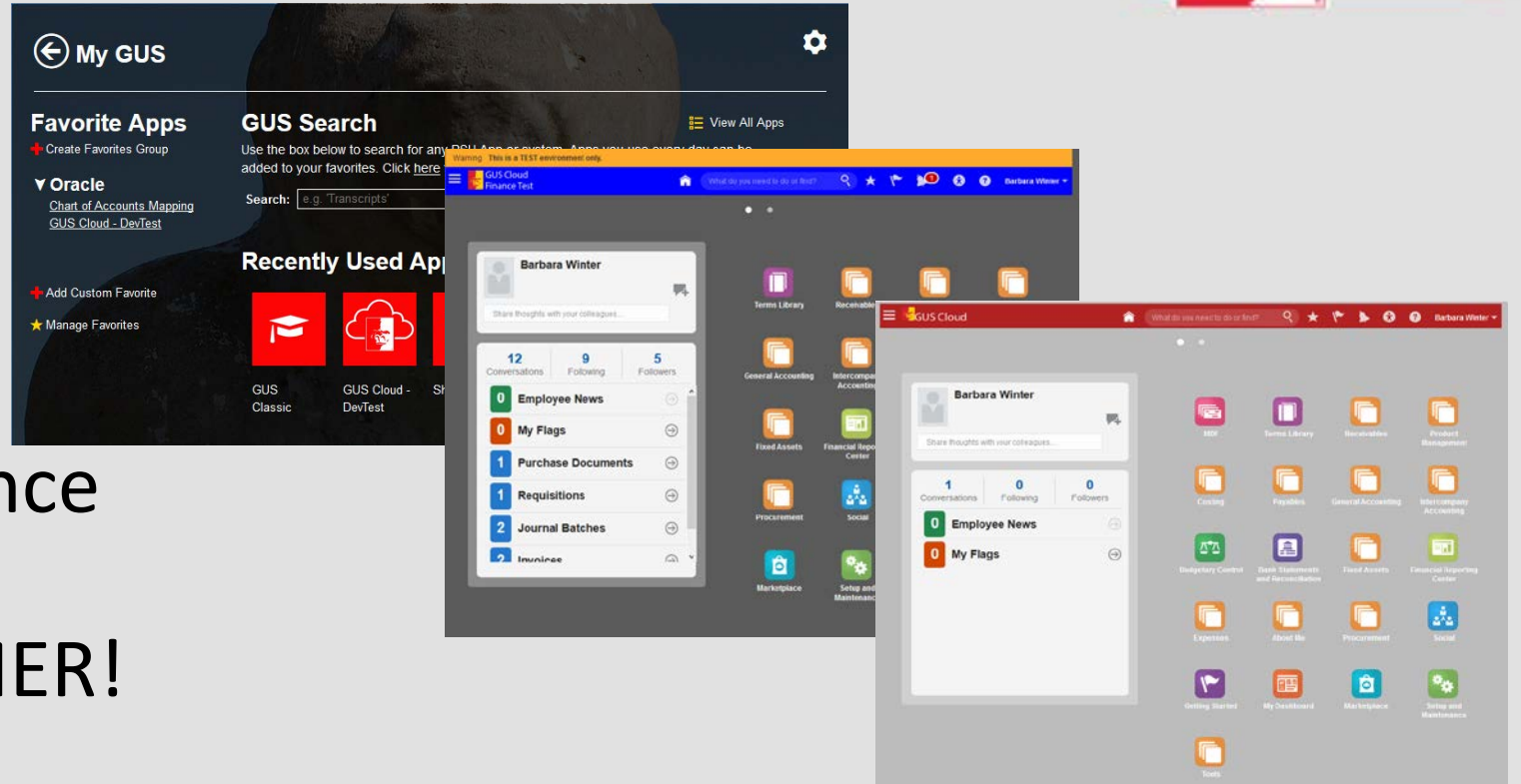
Don't forget to click the correct GUS Cloud icon after go-live! You will still have access to the DevTest environment for training/testing. Add GUS Cloud – LIVE to your GUS Portal Favorite Apps!

Dates to Remember:

September	
1	Chart of Accounts FINALIZED. No changes in GUS Classic Administrative system.
19	Gorilla Marketplace **Pay Vendor** & **Send PO to Vendor** forms are shut down at 4:30pm.
	Service Clearings cutoff – transaction files due to the Business Office.
	The following scheduled payments should be in process: • Utilities • Sales tax to the State of Kansas • Bond Payments due October 1
23	**ALL DEPOSITS** to Cashiers Office by 3:30pm for September dated transaction.
	Clearings posted and deposited for September business.

Dates to Remember:

September	
26	CashNet system shut down and conversion after all weekend web activity completed and posted. **ALL ONLINE AND IN PERSON CASH RECEIPTING IS DOWN!**
	Financial Aid and Scholarship sweeps will be shut down after refunds processed. This is the final student refunds processing until Oct. 3.
	Last day for state transmit voucher file to State of Kansas for payment processing.
27	Student Accounts Receivable invoices shut down for conversion.
	Fee distribution preparation for posting to September.
	Last Day Reports generated for student accounts receivable and cashiering. *(Final step before bringing CashNet and Student Accounts Receivable back online.)*

Dates to Remember:

September	
29	**Gorilla Marketplace Punchout purchases will be available until 4:30 pm.**
	All state warrant/ach payment information from State of Kansas updated and posted.
	Last Day for Local Checks.
	All September payroll should be posted.
30	**General Ledger is shut down at 4:30 pm for conversion.** • Journal entries complete by 4:30 pm for September business. • Posting of all GL and AP transactions completed. • September FINAL Month End Reports. Unit reports released to campus once conversion finalized.

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Dates to Remember:

October	
1	**GO LIVE!!!!**
	Project Team will post conversion balances and data to GUS Cloud.
	GL.LOOK disabled. Unit reports will remain available for future use!
3	**GUS Cloud made available to SWAT members** for minimal transaction volume.
4	**GUS Cloud made available to ALL CAMPUS USERS.**
5	**Pcard monthly statement closes**. • Transactions for the Oct 5 statement will be processed in Gorilla Marketplace and posted by JE to GUS Cloud. • Transactions for the Nov statement will be loaded and processed in the GUS Cloud Expenses module.
	Gorilla Marketplace Pcard Entry will be shut down once all Oct 5 statement transactions are complete.

GUS Cloud Finance and Procurement

In the event of an EMERGENCY

- BREATHE….

- Email us at guscloud@pittstate.edu
  or
- Yammer with the GUS Cloud Finance and Procurement group.

GUS Cloud Finance and Procurement Project Team

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