

Alpha Financials Go-Live Checklist

Action Item	Details	Start Date
<input type="checkbox"/> Bookmark the Alpha Financials Go-Live Toolkit page on your work computer: https://alphafinancials.ucmerced.edu/toolkit	Refer to this page as needed for links to key materials, training, and information on the Alpha Financials project	Jan. 4
<input type="checkbox"/> Sign in to Oracle Cloud Financials using your existing UC Merced credentials (Single-Sign On)	For any issues logging on, please create a ServiceNow ticket	Jan. 4
<input type="checkbox"/> Validate your role-based access in Oracle Cloud Financials	Navigate to your relevant business process areas in Oracle Cloud Financials and confirm you have access to the appropriate areas your role requires. If there are any issues with your access, please create a ServiceNow ticket	Jan. 4
<input type="checkbox"/> Initiate your business processes and run reports in Oracle Cloud Financials	As a refresher, training courses remain available . Please note that reports and other transactions from November-December 2020 will not be converted into Oracle Cloud Financials until Jan. 24	Jan. 4
<input type="checkbox"/> Sign in to UCMPLAN using your existing UC Merced credentials (Single-Sign On)	For any issues logging on, please create a ServiceNow ticket. Please click here for information on how to log on and setting up user preferences in UCMPLAN . Please click here for Smart View installation instructions for Windows Users (please note—instructions for Mac Users will be coming soon)	Jan 4.
<input type="checkbox"/> Attend Office Hours, as needed, for your applicable work area to have questions and/or process issues answered by Alpha Financials Subject Matter Experts	The Office Hours calendar can be viewed here	Jan. 5 (until Mar. 31)
<input type="checkbox"/> Customize your “Favorites” in the system to make your work more efficient	Oracle Cloud general navigation information can be found here	Jan. 6