

# Impact23 User Group Meeting

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June 13, 2023



# Agenda

Topic	Presenter
Welcome and Housekeeping	Asirra Suguitan
Timeline & Reminders	Asirra Suguitan
POETAF to GL Chartstring Guidance	Bobbi McCracken
Material Transfer Update	Cynthia Johnson
Receive eBuy POs	Aver Smith
PCard Transition Update	David Ramos
UCPath Cutover Activities	Alfred Karam
Training & Communications	Laura Virgil & Helen Kotke
Q&A	Josh Hoerger

# Modernizing UC Riverside's Financial Systems



2022			2023									2024									
Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul

<b>Program Timeline</b>	<b>Convert, Test, &amp; Train</b>						<b>Cutover</b>			<b>Implementation Support &amp; Stabilization</b>												
<b>Campus Participation</b>		+ Extended Testers					User Training															
<b>System Configuration &amp; Deployment</b>	Oracle Budget & Oracle Financials																					
	Concur Travel & Expense Phase 2																					
	Kuali Sponsored Programs																					
<b>Remediate or Replace Integrated Financial Apps</b>	Work Order Systems --> ServiceNow																					
	Data Warehouse Phase 2																					
	Test 2			Test 3																		

# Cutover Reminders – Impact23 Calendar "Agenda View"

## Thursday, June 1

Last day for Department to request new detail codes with FAUs or change to FAUs is 6/1/2023. Departments can begin requesting new detail codes for COA on 7/5/2023.

## Friday, June 9

Last day to submit a request for a Guest Traveler in the Vendor Request System for use in Concur.

## Monday, June 12

Last day for department PreAward submissions.

Last day for departments to submit SCT requests to SSC (due to UCPath scheduled maintenance).

Last day to submit a request for a Supplier in the Vendor Request System for use in ePay.

Last day to submit approved gifts under FAU is 6/16. Please check your unit's gift revenue accounts (B/R40000) and ensure gift acceptance forms are completed on all unallocated g

Last day to submit travel expense reimbursements and clear Corp Travel Card expenses using FAU

## Thursday, June 15

Last day to submit staffing entries in the Staffing Application by Org.

## Friday, June 16

Last day to submit a request for a Supplier in the Vendor Request System for use in ePay.

Last day to submit a request for a Supplier in the Vendor Request System for use in eBuy.

Last day to submit approved gifts under FAU is 6/16. Please check your unit's gift revenue accounts (B/R40000) and ensure gift acceptance forms are completed on all unallocated g

Last day to submit ePay requests using FAU

## Tuesday, June 20

Last day eCAF submission; This is the last date researchers can submit an eCAF for proposals\* due on or before July 7, 2023 (this is the eCAF and not the actual proposal).

## Wednesday, June 21

Last day for department PAMIS BEA submissions in eAward; must have the budget category breakdown completed and submitted.

Last day for central procurement to process Purchase Orders (POs) to encumber funds in UCRFS. Purchase Order requests that are not completed by central procurement by 6/21 v

Last day for departments to process Department Authorized Purchase Orders (DAPOs). All DAPO eBuy orders must be marked as either "Encumbered" or "Encumbered/OK to Pay"

## Friday, June 23

Last day cardholders can charge their "old" PCard for departmental purchases. Cardholders are required to address auto-payment directly with suppliers; US Bank will not stop auto-

## Saturday, June 24

Last day for Facilities WOS (FAMIS360) to use FAU.

## Friday, June 30

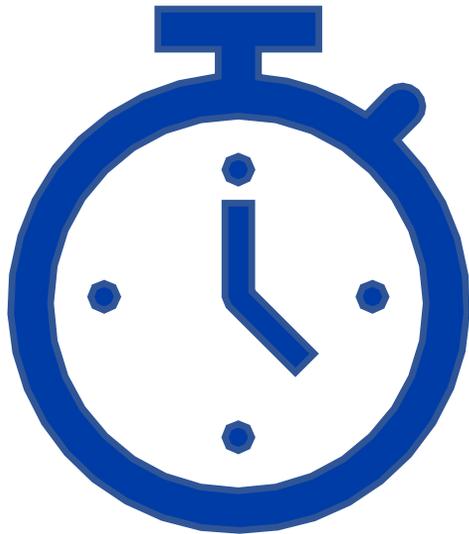
Last day for Copier Billing Service to use FAU.

Last day for Digital Print Services (Printing & Repro) to use FAU.

Last day for Receiving Services (ScotSupply) to use FAU.

Last day for Web Recharge to use FAU.

# COUNTDOWN TO JULY 1, 2023



CALENDAR  
DAYS

17

# POETAF to GL Chartstring Guidance

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Bobbi McCracken



# POETAF to GL Chartstring

## Conversion Logic

- **P** = Project converts to **GL Project (segment 7)**
- **O** = Project Organization and converts to **GL Activity Code (segment 3)**
  - Unless the Expense Type falls under Undergraduate Student Aid (accounts associated with BC35) then the GL Activity will be A01465
  - Unless the Expense Type falls under Graduate Student Aid (accounts associated with BC36) then the GL Activity will be A01384
  - **GL Entity (segment 1)** is derived from Project Organization/GL Activity Code
  - If starts with A0, then GL entity 1511
    - If A4, then GL entity 1531
    - If starts with A5, then GL entity 1541
- **E** = Expenditure Type converts to **GL Expense Account (segment 4)**
- **T** = Task, no conversion to GL (note: under Capital Programs there is a mapping from GL Flex2 to Task)
- **A** = Award, no conversion to GL

- **F** = Fund converts to **GL Fund (segment 2)** as follows:
  - If originating sponsor (if UC Multi-campus award pass through sponsor) is state, GL fund 18200
  - If originating sponsor (if UC Multi-campus award pass through sponsor) is local government, GL fund 20700
  - If originating sponsor (if UC Multi-campus award pass through sponsor) is federal, GL fund 21100
  - If originating sponsor (if UC Multi-campus award pass through sponsor) is private, GL fund 57000
  - If the project is a cost sharing project (ends in 099) or an internally funded capital project, the POETAF fund is the same as the GL fund
  - Exceptions:
    - Federal Workstudy maps to GL fund 23499
      - LAEP Workstudy maps to GL fund 18373
- **GL Function (segment 5)** is defined at the PPM Award level based on the purpose of the award.
  - Unless the Expense Type falls under Undergraduate Student Aid (accounts associated with BC35) or Graduate Student Aid (accounts associated with BC36) then the GL Function will be 78
- At this time, until further direction is provided by UCOP, the **GL Program (segment 6)** will be the default value of “000” (segment 5)
- **GL Flex1 (segment 8) and GL Flex2 (segment 9)** cannot be used with POETAF, so the default values must be provided Flex 1 “0000000000” and Flex 2 “00000000”.
  - Exception for Capital Program project codes (related to #4 above), Flex2 will determine if expense is capitalizable (limited to two values)

# COA + POET(AF)

Chart string  
Segment Length

## Chart of Accounts (COA)



+

P

O

E

T

A

F

**Project Number (10)**  
Based on Award Number

**Expenditure Organization (6)**  
Activity

**Expenditure Types (6)**  
Account

**Task Number (6)**  
"1" for contracts and grants

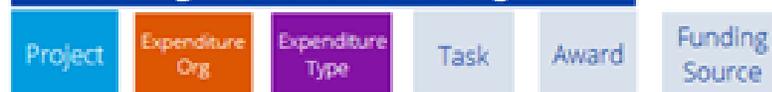
**Award Number (7)**  
K + Quali Base award number

**Funding Sources (5)**  
External Sponsor/  
Internal UCR funding source

## General Ledger - COA Chartstring



## PPM Subledger - POETAF Chartstring



# Material Transfer - Update

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Cynthia Johnson



# Kuali Build for Material Transfer Requests

- Yesterday evening, the current On-Line Material Transfer Request System in PAMIS went sunset. (Any requests routed to RED by COB on 6/12/2023 will be processed in that system.)
- To accommodate new requests for incoming or outgoing materials and the execution of a Material Transfer Agreement, the [Material Transfer Request](#) Kuali Build form was released ahead of schedule and is now available for use.
- This custom digital form has built-in workflow automation, permissions, routing, and notifications.
- Roles and permissions, based on current eCAF roles, are managed under **Kuali Build C&G** in EACS.
  - SAAs will need to maintain the Kuali Build C&G user roles, as they currently do for eCAFs, since the forms will route based on such roles/permissions.

# Receive eBuy POs

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Aver Smith



# Receive eBuy POs to help prepare for conversion

## Encumbrance Balance Report:

- Departments are advised to review their Encumbrance Balance report to prepare for fiscal close and conversion to Oracle. [Encumbrance Balance Report](#)
- By reviewing the report, departments can determine the status of outstanding orders and mark orders received if the goods and/or services have been delivered in acceptable condition.

## eBuy

- If an invoice has been received and the order has not been marked "OK To Pay", the department receiver will receive a message when logging into eBuy.

# Resolve Outstanding PO Issues

Please review emails from Accounts Payable and take the appropriate action to address the issue(s) noted.

- POs in the following status are preventing invoice processing:
  - Closed
  - Encumbered
  - WIP
- Invoices with match exception issues cannot process for payment



**Help us to get invoices processed in current state to make conversion easier on everyone!!**

# PCard Transition Update

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David Ramos



# PCard Transition Update

- New PCard distributions have begun.
- The next distribution dates will take place **6/20/2023 - 6/23/2023** from **9:00am – 4:00pm at Central Receiving**, which is across from Mail Services.

Please note Central Receiving will be closed from 12:00 – 1:00pm for lunch.

- Not all PCards have arrived as they are arriving in batches. An email will be sent out to cardholders whose PCards have arrived. When you receive this email, please come to pick-up your new PCard during the distribution dates above.
- If your department is located off campus, or you work 100% remote, please contact David Ramos at [david.ramos@ucr.edu](mailto:david.ramos@ucr.edu) to coordinate delivery.

# UCPath Funding Cutover Activities

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Alfred Karam



# New Chart of Accounts (CoA)

Overview & UCPATH FAU to COA Conversion

## CoA Segments - UCPATH

- The following slides will show the mapping of each segment for conversion purposes from FAU to CoA
- All nine segments are required fields; this is the GL chartstring
- UCPATH, and all boundary systems, will only use the GL chartstring (i.e., the POETF string will only be used in Oracle modules)

Entity

Fund

Activity

Account

Function

Program

Project

Flex1

Flex2

# UCPath FAU to CoA

Conversion by Segment

# CoA – Entity Conversion

Entity

- Entity Values for UCPATH
  - 1511 - UCR CAMPUS
  - 1531 - UCR ANR
  - 1541 - UCR UCOP
- Entity value will populate as follows
  - Conversion is based on the first two characters of Activity value
  - Activity starts with A0xxxx, is assigned Entity 1511
  - Activity starts with A4xxxx, is assigned Entity 1531
  - Activity starts with A5xxxx, is assigned Entity 1541

# CoA – Fund Conversion

Fund

- Non-Contract and Grant Funds with default project code 0000000000
  - Most are converted to the same fund
  - Example:
    - FAU 19900 = CoA 19900
    - FAU 19935 = CoA 19935
- Contracts and Grants (C&G)
  - In CoA, C&G funds are grouped into four fund groups and will use a non-zero project
    - 18200 – State Awards
    - 20700 – Local Government Awards
    - 21100 – Federal Awards
    - 57000 – Private Awards

# CoA – Fund Conversion (Cont.)

Fund

- C&G Fund Conversion
  - Each fund is mapped to one of the CoA fund groups based on the UCRFS fund definition
  - Funds that result in an Oracle project will be included in the conversion
  - Funds that are not converted to projects (e.g., expired, completed fixed price) will be assigned suspense fund 69993.
  - Departments will have a brief period-of-time to update position funding after conversion

# CoA – Activity Conversion

Activity

- Activity value will be mapped to self
- No changes
- Inactive activity values will not be converted to Oracle, please check and update position funding now to avoid posting to suspense COA

# CoA – Account Conversion

Account

- Accounts have a new numbering schema, however, many of the UCRFS accounts have a one-to-one mapping to the COA account
  - All COA Expense accounts will start with 5xxxxx
  - Academic salary accounts start with 50xxxx
  - Staff salary accounts start with 51xxxx
  - Academic benefits accounts start with 506xxx
  - Staff benefits accounts start with 516xxx
- UCPath data conversion process will use a pre-defined account mapping

# CoA – Function Conversion

Function

- Most expense related function codes will map to themselves
  - CoA expense-type Functions in UCPATH
    - 40 - INSTRUCTION
    - 41 - SUMMER SESSION
    - 43 - ACADEMIC SUPPORT
    - 44 - RESEARCH
    - 49 - CLINICAL OPERATIONS (SOM Clinical Use only)
    - 60 - LIBRARIES
    - 61 - UNIVERSITY EXTENSION
    - 62 - PUBLIC SERVICE
    - 64 - OPERATIONS & MNTNCE OF PLANT
    - 72 - INSTITU SUPPORT&GENERAL ADMIN
    - 76 - AUXILIARY ENTERPRISES (only valid with Auxiliary Fund sources)

# CoA – Function Conversion (Cont.)

Function

- Payroll Function Additional Business Rules
  - Function 60 under ORG40 maps to function 49
  - Function 40 under ORG15 maps to function 61
  - Function 76 is only used with 1100C - Auxiliary Enterprises funds
  - Entity 1531 use only functions 44 and 62
  - Entity 1541 use only functions 44

# CoA – Program

Program

- Program is a new segment in the CoA
- All UCPath data conversion will have default value
  - “000” – Default Program
- Departments will have the ability to update program code after conversion

# CoA – Project

Project

- Project is a new 10-character segment in the CoA structure
- Project must be used on all financial transactions
- C&G fund numbers will convert to PPM projects
  - C&G project will start with a Kxxxxxxxxx
    - K designates a Kualo award (char 2-7 are the Kualo identifier)
    - The last three characters indicate project sequence number beginning with 001
    - Projects ending in 098 are defined as program income
    - Projects ending in 099 are defined as cost sharing
- Student Financial Aid external grant projects will start with SFAxxxxxxxx
  - Workstudy portion of salary will now be recorded under the Financial Aid Office COA
- Non-C&G funds will use project Default = “0000000000”
- In UCPath, project (instead of fund) drives funding and salary cost transfers restrictions

# CoA – Flex1 & Flex2 Conversion

Flex1

Flex2

- Go Live Conversion
  - Flex1 and Flex2 will convert with default values
    - Flex1 = “0000000000” – (*ten characters*)
    - Flex2 = “00000000” – (*eight characters*)
  - Departments will have a period-of-time to update Flex 1 and Flex 2 fields before the first payroll journal is generated using the new COA
  - To facilitate faculty reporting, payroll associated with faculty non-C&G portfolios funding must use Flex2 (note budgets with Flex2 should be established)
  - C&G projects are only valid with the default Flex1 and Flex2 values

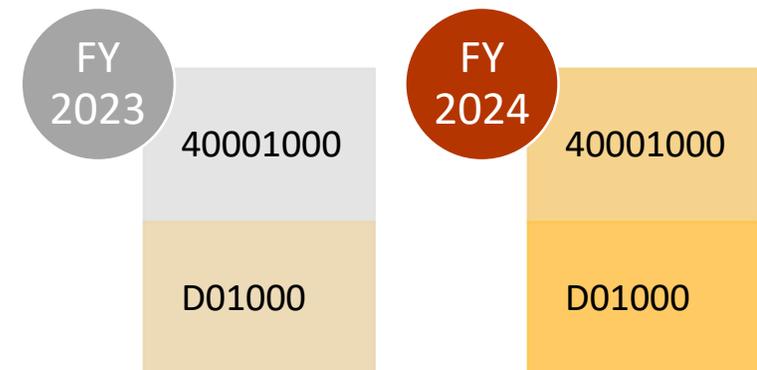
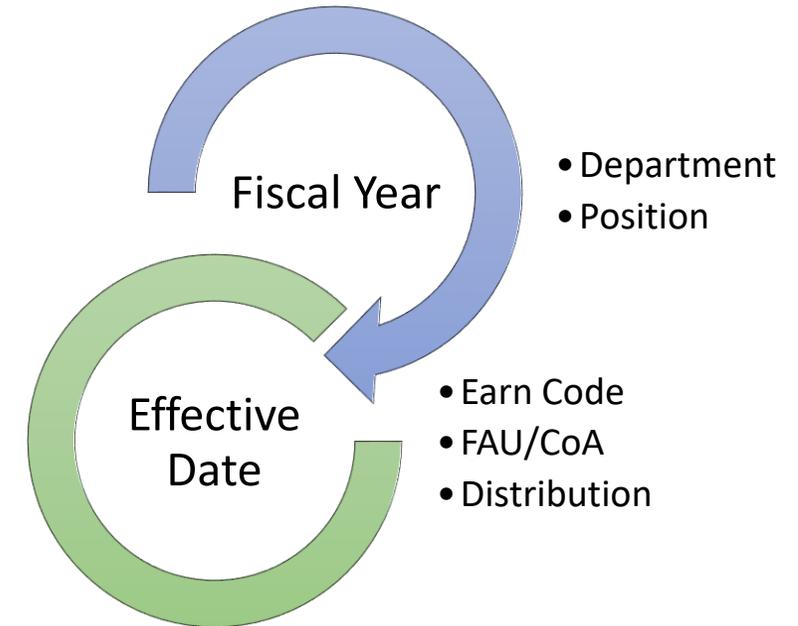
# Position Funding

Using the Funding Reports

# UCPath Position Funding - Overview

## • Funding Setup Key Attributes

- Department ID
- Position Number
- Fiscal Year
  - Effective Date
    - Earn Code
      - FAU/CoA1
      - FAU/CoA2 (Optional)
    - Distribution (100%)

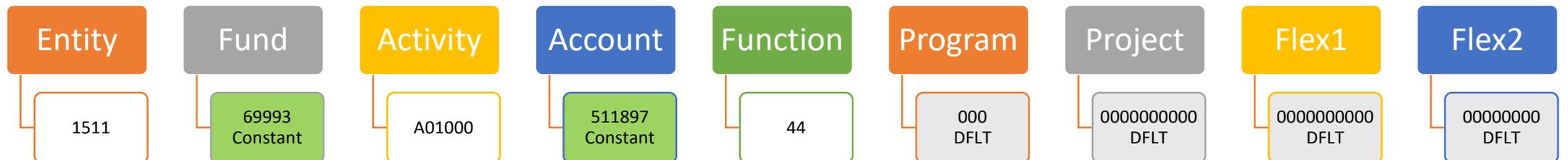


- *Each position belongs to a department*
- *Each combination of department and position must be setup each fiscal year*

# UCPath Department Level Funding

## ■ Department Level Funding

- Required for every department that has positions
- Also referred to as Department Default Funding
- Triggered when position funding is not setup and applied during UCPath GL process
- Default Funding is setup using default account (FAU/503910, CoA/511897), department main Activity, dedicated suspense Fund (69993), and Function



# Reviewing Current Funding

Review, Analyze, & Cleanup Activities

# Position Funding Reports - iReport

- UCPath Local Reports (*SuperDOPE and HRDW users*)
  - Position Funding
  - Reports organized by ORG
  - Reports normally generated every Monday

The screenshot displays the UC Riverside iReport interface. The header includes the University of California Riverside logo and the text 'iReport ENTERPRISE MAINFRAME REPORT VIEWER'. The breadcrumb navigation shows 'Main Menu > UCPath Local > Position Funding'. There are links for 'Back' and 'Exit Application'. Below the breadcrumb, there are links for 'View Repositories and Categories' and 'View Complete List of Reports'. A legend indicates that a table icon means 'Display more reports'. The main content is a table with four columns: Report ID, Report Title, Latest Date, and My Favorites. The table lists five reports for ORG10 through ORG14, all with a latest date of 'Wed Feb 15, 2023 07:17pm' and an 'Add to Favorites' link.

Report ID	Report Title	Latest Date	My Favorites
<a href="#">ORG10</a>	ORG10_Position_Current_Future_Funding	Wed Feb 15, 2023 07:17pm	<a href="#">Add to Favorites</a>
<a href="#">ORG11</a>	ORG11_Position_Current_Future_Funding	Wed Feb 15, 2023 07:17pm	<a href="#">Add to Favorites</a>
<a href="#">ORG12</a>	ORG12_Position_Current_Future_Funding	Wed Feb 15, 2023 07:17pm	<a href="#">Add to Favorites</a>
<a href="#">ORG13</a>	ORG13_Position_Current_Future_Funding	Wed Feb 15, 2023 07:17pm	<a href="#">Add to Favorites</a>
<a href="#">ORG14</a>	ORG14_Position_Current_Future_Funding	Wed Feb 15, 2023 07:17pm	<a href="#">Add to Favorites</a>

# Position Funding – Scenario 1

This scenario illustrates no funding has been setup.

**Action:** Submit a new funding request the proper funding source

UCPATH Department Positions and Funding by Employee Wednesday, February 15, 2023 7:22:52 PM

ORG/DEPT	ORG12	Coll of Hum, Arts & Social Sci	D01008	CHA&SS Dean's Office						
Employee ID	[REDACTED]									
Position #	40025871	Effective Date	11/3/2022	Position FTE	1.00	Position Status	A	Reports To	40022321	
EMPL_RCD	0	Payroll Status	A	Job CompRate	[REDACTED]	Comp Frequency	A	Monthly Rate @1.0 FTE	[REDACTED]	
Job Code	006292	[REDACTED]	Job Effective Date	11/3/2022	Job FTE	1.0000	Job End Date			
<b>No Funding</b>		Funding Status								
Fiscal Year	Effect Date	Eff SEQ	Earn Code	Account	Activity	Fund	Function	Cost Center	Project Code	Distribution %

# Position Funding – Scenario 2

This scenario is actually setup using department default FAU or just the suspense Fund and Default Account.

**Action:** Submit an update with the proper funding source

UCPATH Department Positions and Funding by Employee Wednesday, February 15, 2023 7:26:16 PM

ORG/DEPT	ORG14	College of Nat & Agr Sciences	D01047	Botany and Plant Sciences							
Position #	40866674	Effective Date	11/1/2022	Position FTE	0.98	Position Status	A	Reports To	40006524		
EMPL_RCD	1	Payroll Status	A	Job CompRate		Comp Frequency	A	Monthly Rate @1.0 FTE			
Job Code	003254			Job Effective Date	11/1/2022	Job FTE	0.9804	Job End Date	12/31/2023		
Current	Funding Status										
Fiscal Year	Effect Date	Eff SEQ	Earn Code	Account	Activity	Fund	Function	Cost Center	Project Code	Distribution %	
2023	7/1/2022	0		503910	A01082	69993	44			100.000	

# Position Funding – Scenario 3

This scenario shows fund has expired

**Action:** Submit an update with proper funding for FY23

Job Code	001982	RES-LR SCL-AY-1/9-B/E/E	Job Effective Date	10/1/2022	Job FTE	0.0000	Job End Date	9/30/2023			
Current		Funding Status									
Fiscal Year	Effect Date	Seq#	Earn Code	Account	Activity	Fund	Fund End DT	Function	Cost Center	Project Code	Distribution %
2023	9/1/2022	0		306130	A01004	33493	8/31/2023	44	RSRAM		23.880
2023	9/1/2022	0		306130	A01004	22555	12/31/2022	44	RSRAM		76.120
2023	9/1/2022	0	ACR	306130	A01004	22555	12/31/2022	44	RSRAM		76.120
2023	9/1/2022	0	ACR	306130	A01004	33493	8/31/2023	44	RSRAM		23.880

# Position Funding – Scenario 4

This scenario shows fund is about to expire.

**Action:** Submit an update with proper funding after fund end date

**UCPATH Department Positions and Funding by Employee** Tuesday, May 23, 2023 3:52:54 PM

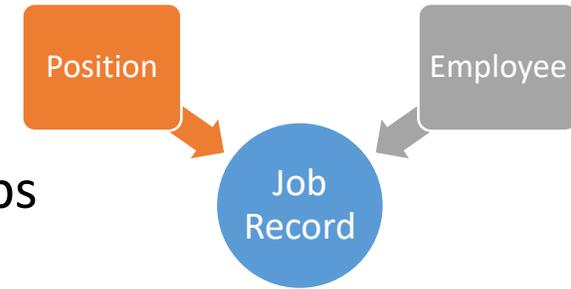
<b>ORG/DEPT</b>	ORG11	Bourns College of Engineering	D01003	Computer Science & Engineering							
<b>Employee ID</b>	[REDACTED]										
<b>Position #</b>	40010737	<b>Effective Date</b>	4/1/2023	<b>Position FTE</b>	0.50	<b>Position Status</b>	A	<b>Reports To</b>	40010167		
<b>EMPL_RCD</b>	0	<b>EMPL CLASS</b>	11	<b>Payroll Status</b>	A	<b>Job CompRate</b>	\$2,545.00	<b>Comp Frequency</b>	A	<b>Monthly Rate @1.0 FTE</b>	\$5,090.00
<b>Job Code</b>	003276	GSR-PARTIAL FEE REM		<b>Job Effective Date</b>	4/1/2023	<b>Job FTE</b>	0.5000	<b>Job End Date</b>	6/30/2023		
<b>Current</b>	<b>Funding Status</b>										
<b>Fiscal Year</b>	<b>Effect Date</b>	<b>Seq#</b>	<b>Earn Code</b>	<b>Account</b>	<b>Activity</b>	<b>Fund</b>	<b>Fund End DT</b>	<b>Function</b>	<b>Cost Center</b>	<b>Project Code</b>	<b>Distribution %</b>
2023	12/1/2022	1		303110	A01004	86264	6/17/2023	44	RSPAP		100.000

# Cutover Activities

- Conversion
  - Filled Positions
  - Vacant positions
- Post Go-Live Activities
- Post Go-Live - Department Actions
- Cutover Timeline and Deadlines

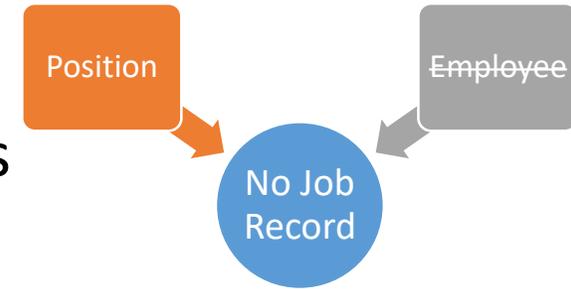
# Conversion Prep - Filled Position

- Rollover
  - No automated rollover activity by UCPath team
  - FY23 to FY24 Rollover activity is a conversion process for Active jobs
- Key conversion information to note
  - Expired or expiring C&G funds will convert to suspense fund as Oracle will error in PPM
  - Converted combination failing validation will be assigned suspense funding
- Department Action – *Preventing SCTs*
  - All filled positions should have proper funding for cutover
  - All filled positions will be converted based on logic shared in this presentation
  - If fund expires earlier than 6/15, submit FAU change request for FY23 by June 27<sup>th</sup>
  - Positions that do not have FY23 funding established will not be converted
  - Utilize the FAU Change Request tool to submit changes by June 27<sup>th</sup>



# Conversion Prep - Vacant Positions

- Conversion is a second batch
- Pending successful conversion and upload of filled positions
- Summer Session positions without an active job as of June 26<sup>th</sup> are impacted
- Department Action – *Preventing SCTs*
  - All vacant positions planned to be filled must have the following
    - Fiscal Year = 2023
    - Effective date between 6-20-2023 and 6-30-2023
    - This will be used as a criteria to identify positions planned to be filled
    - Only blank earn code funding
    - All changes must be made by June 27, 2023 in the FAU change request tool





# Post Go-Live Activities

- New CoA Position Funding Reports
  - Tentatively scheduled for July 5<sup>th</sup>

UCPATH Department Positions and Funding by Employee											CoA		Monday, April 17, 2023		10:27:01 AM	
ORG/DEPT	ORG25	Vice ChancellorStudent Affairs			D01084	Graduate Student Association										
Employee ID	[REDACTED]															
Position #	40014404	Effective Date	7/1/2022	Position FTE	1.00	Position Status	A	Reports To	40010599							
Empl Rcd	0	Payroll Status	A	Job CompRate	\$28.60	Comp Frequency	H	Monthly Rate @1.0 FTE	\$4,976.40							
Job Code	004722	BLANK AST 3			Job Effective Date	7/1/2022	Job FTE	1.0000	Job End Date							
Current		Funding Status														
Fiscal Year	Effect Date	Eff SEQ	Earn Code	ACCT_CD	Entity	Fund	Activity	Account	Functn	Program	Project ID	FLEX1	FLEX2	Distribution %		
2023	12/1/2022	4		001389248	1511	20000	A01438	511000	68	000	0000000000	0000000000	00000000	70.000		
2023	12/1/2022	4		001389247	1511	20035	A01438	511000	68	000	0000000000	0000000000	00000000	30.000		



# Post Go-Live Activities (*cont.*)

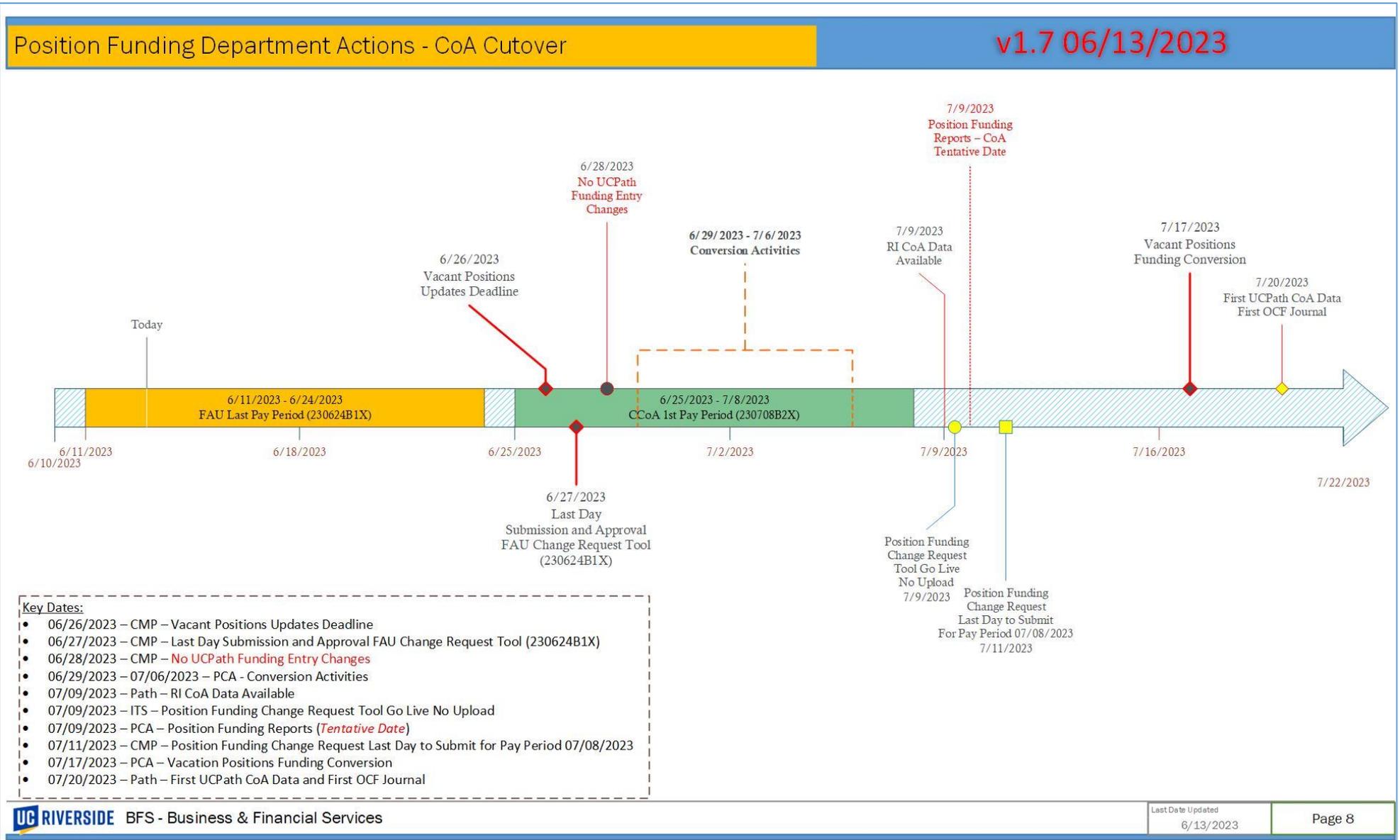
- Position Funding Change Request Tool
  - Availability is July 9<sup>th</sup>
  - Earlier role provisioning by SAA is being evaluated
- Preventing Salary Cost Transfers
  - Review the CoA Position Funding Reports
  - Identify changes needed
  - Submit change requests using the Position Funding Tool
  - Submit and approve changes in the tool by July 11, 5:00PM

# Post Go-Live - Department Actions

- Future Dated Position Funding
  - No conversion is planned for future dated funding
  - Departments should plan to update manually post go live using the new Position Funding Change Request Tool
- Setup position funding with blank earn code only, except
  - When there is a position associated job with employee earnings that use different COA string
- Preventing Salary Cost Transfers



# Cutover Timelines and Deadlines



# Questions / Inquiries

Please send inquiries to [ucrpayroll@ucr.edu](mailto:ucrpayroll@ucr.edu)  
Subject line: "Position Funding – Cutover - ORGID"

# Training & Communications

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Laura Virgil & Helen Kotke



# IMPACT23 SUPPORT

DEPARTMENT SUPPORT BY TYPE



OR



## Self-Help

**Grow Knowledge with On-demand, Self-help Resources!**

- Training
- Website
- Guided Learning

## Community of Practice

**Enter your general inquiry in the channel for assistance!**

- Impact23 departmental/ORG tiger team members are standing by to help answer your inquiry, share their knowledge, and help guide you

## ServiceNow Ticket

**Still Need Help?**

Enter a ticket online **or** call the Impact23 Finance Help Line to reach the appropriate concierge!

Concierge Service Areas:

- Budget
- Concur Travel & Expense
- Grants & Contracts
- Procure to Pay
- Financial Reporting

## Concierge Zoom Line

# OCM Updates

- **Kuali SP: Proposal Development -**

[https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS\\_ActDetails.aspx%3FActivityId%3D646654%26UserMode%3D0](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D646654%26UserMode%3D0)

This training course aims to familiarize you with the fundamental steps of proposal development in Kuali Research. It has been specifically designed to enable you to gain practical experience using the training sandbox.

- **SAA Email 6/10** - The roles for Oracle applications will be available for assignment in the Enterprise Access Control System (EACS) on the following dates:

- Oracle Financials: Monday, June 12<sup>th</sup> (*deploys 7/5*)
- Oracle COA Management: Tuesday, June 20<sup>th</sup> (*deploys 6/20*)
- Oracle Budget: Friday, June 30<sup>th</sup> (*deploys 7/5*)

# Oracle Login

## Sign In Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

Sign In

English

# Oracle Budget - New Cards (Tiles)

## Budget Execution (moving funds)

- Managing the current fiscal year's budget

## Budget Request (requesting funds)

- Request to increase the GL Working Budget from either Dean/VC resources or Central Budget Office resources.
- **Budget Request for BP** (Budget Process – Next fiscal year)
- **Budget Request for BE** (Budget Execution – Current fiscal year)

The screenshot displays the Oracle Budgeting Cloud interface. At the top, the header shows the UCR logo and the text "Planning and Budgeting Cloud: UCR\_PLAN". The user profile "Helen" is visible in the top right corner. The main dashboard area features a grid of tiles. The "Financials" tile is highlighted with a yellow box. Below it, the "Budget Requests for BP" and "Budget Requests for BE" tiles are also highlighted with yellow boxes. Other visible tiles include Workforce, Tasks, Dashboards, Infolets, Data, Budget Process, Budget Execution, Project Budget, Reports, Rules, Approvals, Application, Tools, and Academy. The bottom left corner shows the "Activity" tab with sub-tabs for "Recent" and "Favorites".

# PO Conversion – Action Need to Update POs

- During conversion, some POs that are converting as one Oracle PO line will need Procurement to update the line amount.
- For this process to happen successfully, the **Owning Department** of the PO must have **approval roles established in EACS** before Purchasing creates the change request on the converted PO, or the request will fail.
- Once PO is converted, departments will be able to update the Flex Fields and the department authorized receiver as appropriate.

## Action steps!

- Oracle Financials will be available in EACS on **Monday, June 12th**
- **Provision department Financial Manager approval role** (UCR Purchasing Department Fiscal Approver JR) immediately to ensure that the converted PO adjustments/Change Orders do not fail.



# AP Invoice Report

## Invoice Holds in Oracle Financials

- **System Hold** – Automatic hold created by the system
- **AP Communication Hold** – Hold identified by AP. Reason documented by AP. Review comment, take action (if appropriate), write a comment back to AP, and acknowledge the hold.

## How will you know that an invoice is on hold?

- **AP Communication Hold** – System notification (bell icon/worklist) or UCR AP Report for Invoices
- **System Hold** – UCR AP Report for Invoices

## How to run the report:

- **Open the report**
  - **Magnifying glass** – Search “AP Invoice”; uncheck exact match; location - all; sub-folder checked; type - report
  - **Folders** – shared folders/custom/UCR/reports/financials/accounts payable/BI
- Select the **Owning Department**
- Select the **Output Type** and click **Apply**
- Review the **Hold Reason column** in the report to determine if any should be remedied by the department

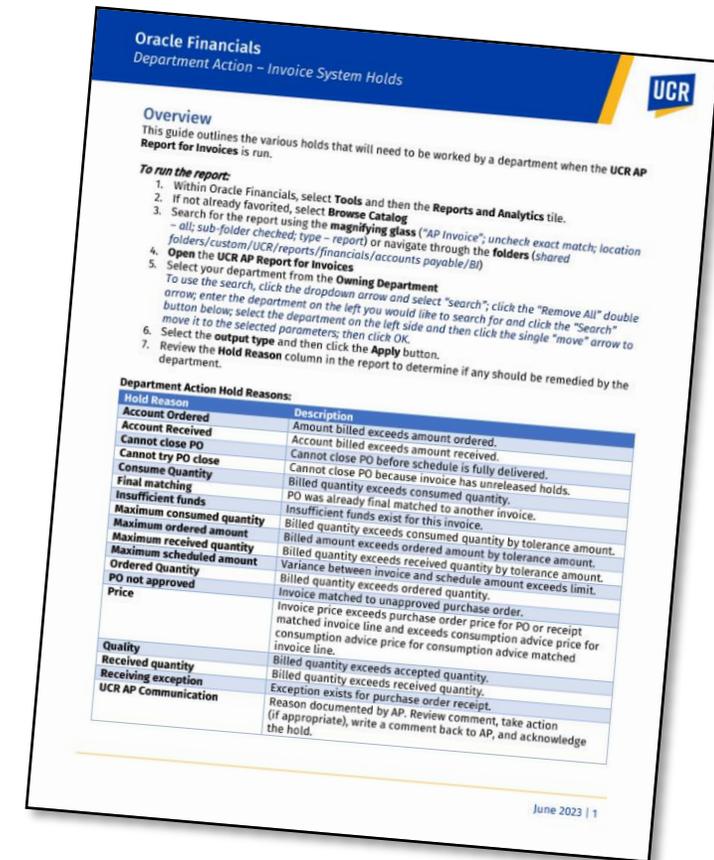
# Department Action Hold Reasons

Hold Reason	Description
Account Ordered	Amount billed exceeds amount ordered.
Account Received	Account billed exceeds amount received.
Cannot close PO	Cannot close PO before schedule is fully delivered.
Cannot try PO close	Cannot close PO because invoice has unreleased holds.
Consume Quantity	Billed quantity exceeds consumed quantity.
Final matching	PO was already final matched to another invoice.
Insufficient funds	Insufficient funds exist for this invoice.
Maximum consumed quantity	Billed quantity exceeds consumed quantity by tolerance amount.
Maximum ordered amount	Billed amount exceeds ordered amount by tolerance amount.
Maximum received quantity	Billed quantity exceeds received quantity by tolerance amount.
Maximum scheduled amount	Variance between invoice and schedule amount exceeds limit.
Ordered Quantity	Billed quantity exceeds ordered quantity.
PO not approved	Invoice matched to unapproved purchase order.
Price	Invoice price exceeds purchase order price for PO or receipt matched invoice line and exceeds consumption advice price for consumption advice price for consumption advice matched invoice line.
Quality	Billed quantity exceeds accepted quantity.
Received quantity	Billed quantity exceeds received quantity.
Receiving exception	Exception exists for purchase order receipt.
UCR AP Communication	Reason documented by AP. Review comment, take action (if appropriate), write a comment back to AP, and acknowledge the hold.

[Department Action – Invoice System Holds QRG](#)

# Department Action Hold Reasons

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Maximum received quantity	Billed quantity exceeds received quantity by tolerance amount.
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Ordered Quantity	Billed quantity exceeds ordered quantity.
PO not approved	Invoice matched to unapproved purchase order.
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## Department Action – Invoice System Holds QRG

# Tolerance Rule – When to create a new Line

 *Please use a PCard, when possible, for orders under \$10,000*

## Tolerance Rule (10%/\$100 Life to Date per PO line)

- IF vendor invoices us and it is 10% over the unit price, as long as the amount is \$100 or less, the invoice will pay

## Scenario

- One PO line with a quantity of 2.
- One item was shipped, delivered and marked received. On the invoice, it had a different unit price that was less than 10% and under the \$100 difference from what was on the PO. The invoice will pay without any additional action.
- The second item is shipped, delivered, and marked received in the system. When the second item is processed, it will go on a hold if it bumps the amount difference to over 10% up to \$100 for the PO line because of the Tolerance Rule. **The department will need to take action for second item to be paid!**

**HOW IS THIS DIFFERENT FROM CURRENT STATE?** (instead of adding funds via a change order as was done in UCRFS)

- **Unreceive** one of the two items in the system because a change can't be made if the item is marked received
- **Update the first line to quantity of 1** for the line item that was paid out
- **Duplicate first line** and update the unit price based on the increased amount on the invoice from the vendor for the item that was shipped second
- Receiver needs to - **receive the new line** quantity by creating an additional receipt

# Oracle Budget – Updated Report Naming

Report Name	Previously known as	Description
All Funds Summary	EMP_CORPORATE_FINANCIAL_FUND_SUMMARY	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function-activity combination level. This report allows you to see all funds at once.
Activity Summary	EPM_CORPORATE_FINANCIAL_BY_ACTIVITY	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the activity level. This report allows you to select an activity or see all activities at once and will show all funds.
Carryforward Report		*Could potentially be renamed Rollover Report* This report shows the rollover balances for the last 3 years at consolidated activity and fund viewpoints.
Deficit Analysis Report		This report shows only Activity/Fund/Function combinations that have a negative balance (deficit) at the total BC level.
Deficit Analysis with Flex Detail	Deficit Analysis with Fund Grouping	This report shows only Activity/Fund/Function combinations that have a negative balance (deficit) at the total BC level and includes flex values in the details
Expandable Fund Summary	EPM_CORPORATE_FINANCIAL_EXPANDABLE	This report allows you to view the fund budget, expense, encumbrance, and balance detail at the highest level by Fund and BC with the option to expand down into the function and activity nodes. This report is useful for orgs that like to see total function balances quickly. (Must be viewed in HTML to be expandable).
Faculty Non Project Portfolio Report		This report is based on the Flex 2 dimension. It provides an overview of Faculty balances by Fund.

[Report Index on Impact23 Website](#)

# Oracle Budget – Updated Report Naming

Report Name	Previously known as	Description
Fund Summary by Activity	EPM_COPROPORATE_FINANCIAL_DETAIL_BY_FUND	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-activity-function combination level. This report allows you to see only one fund at a time. But you can view all orgs at once as well.
Fund Summary Report	EPM_CORPORATE_FINANCIAL_BY_FUNCTION	This report allows you to view fund budget, expense, encumbrance, and balance detail by COA with subtotals at the fund-function combination level. This report allows you to select a fund or see all funds simultaneously.
Staffing Position List Detail	STAFFING SUMMARY BY BC SELECTION	This report provides workforce details by COA of filled positions and unfilled positions to have a sum of total staffing by employee and job code detail.
Staffing Summary		This report provides workforce details by COA of filled positions versus unfilled positions to have a sum of total staffing and compare that sum to Total Budget in financials sub-totaled by activity. You can filter down to the COA level or view it from any level of the activity tree including campus-wide. This forces you to select a BC so that you only see one BC at a time.
Variance Report for Expense		This report shows the variance between budget and actuals. You must select between final or OEP working budget and the report sorts by activity fund combination. You can select any level of the ORG tree. When viewed in HTML, you can drill down into more detail for the function and BC detail. Only shows expense BCs.

# Oracle Budget – Updated Report Naming

Report Name	Previously known as	Description
Variance Report for Expense - Expandable	VARIANCE REPORT FOR EXPENSE - DETAILED VERSION	You must select between final or OEP working budget. The report sorts by activity fund combination. You can select any level of the ORG tree. When viewed in HTML, you can drill down into more detail for the function and BC detail. Only shows expense BCs.
Variance Report for Revenue		This report shows the difference between budget and actuals. You must select between final or OEP working budget. The report sorts by activity-fund-function combination. You can select any level of the ORG tree. Only shows Revenue BCs.
Variance Report for Revenue - Expandable	VARIANCE REPORT FOR REVENUE - DETAILED	You must select between final or OEP working budget. The report sorts it by activity fund combination. You can select any level of the ORG tree. When viewed in HTML, you can drill down into more detail for the function and BC detail. Only shows revenue BCs.

# Oracle Financials: PPM – C&G Award Budget

## Creating or Editing a Budget in PPM

- Awards
- Task Card > Manage Awards
- Search For/Select desired C&G Award
- Two paths:
  1. Dropdown > Edit Award
  2. View button > Projects > Manage Project

*From here the process is the same*

- Create or select Version
- Update BCs

The screenshot shows the Oracle Financials PPM interface. At the top, there is a navigation bar with the UCR logo and 'DEV5 TRAINING'. Below that, the 'Overview' section displays contract information: 'K000203 - Molecular Basis of Ecl... (2,467,951.00)', 'Contract Start Date 05/09/2018', 'Contract End Date 04/30/2023', and 'Currency = US Dollar'. The 'Financial Performance' section shows 'Funding Amount 615,442.70' and 'Award Projects' with a dropdown menu. The dropdown menu is open, showing options: 'Add Budget', 'Edit Budget', 'Manage Project Costs', 'Manage Cost Distributions', and 'Manage Committed Costs'. A yellow box highlights the 'Projects' button in the top right, and another yellow box highlights the 'Manage Project Budget' button. A yellow arrow points from the 'Projects' button to the 'Manage Project Budget' button. A yellow box highlights the 'Add Budget' option in the dropdown menu. Below the dropdown menu, there is a table with columns: 'Task', 'Resource', 'Funding Source', 'Budget Amount', 'Commitment Amount', 'Actual Amount', and 'Available Amount'. The table contains several rows of data.

The screenshot shows the 'Manage Budget Versions' screen in Oracle Financials PPM. The title is 'Manage Budget Versions 2022 Collaborative Research Study'. Below the title, there is a summary section with four cards: 'Cost Budget' showing '16.1K Over' and 'Spent Budget to Date \$20k' vs 'Budget to Date \$3.93k'; 'Resources' showing '1 Over Budget'; 'Unplanned Cost' showing 'No unplanned cost.' with a green checkmark; and 'Budget Versus Total Cost' showing a bar chart for 'BY1' with 'Total Cost' and 'Budget' bars. Below the summary section, there is a table with columns: 'Version', 'Status', and 'Cost Budget'. The table contains four rows of data.

Version	Status	Cost Budget
Version 4	Current Working	50,000.00
Version 3	Current Baseline	50,000.00
Version 1	Original Baseline	25,000.00
Version 2	Baseline	20,000.00

A graphic with a blue background. In the center is a white circle containing the text "Question & Answer" in blue, with a thin orange horizontal line below it. To the left of the circle are three large blue question marks. To the right are three glowing lightbulbs with radiating lines. At the bottom, two hands in blue sleeves are shown, one on the left and one on the right, both palms up.

## Question & Answer

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