

# Changes since Training Creation

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\*\*Updates to Online Trainings and Workshops In Process\*\*

# PO Creation – Transactor Reminder

*For transactors, when a requisition has completed the approval routing, it will return to the transactor for action!*

## Create a Purchase Order

1. Procure to Pay
2. Purchase Orders
3. Select the Requisition Lines Requiring Actions
4. Select all rows associated with the specific requisition number
5. Add to document builder
6. Click OK
7. Click Create
8. A confirmation pop-up will appear. Click OK

The screenshots illustrate the following steps:

1. Procure to Pay
2. Purchase Orders
3. Requisition Lines Requiring Action
4. Selection of requisition lines (UCRR00001083 1 and 2)
5. Add to Document Builder
6. Add to Document Builder dialog (Type: New Order, Source Agreement, Style: Purchase Order, Supplier: AMAZON.COM, Supplier Site: ATLANTA\_1, Currency: USD)
7. Create button in Document Builder
8. Confirmation pop-up: The document (Purchase Order) UCRP00000463 was created.

# Freight – Transactor Reminder

If there is a freight line, bring the Receipt Close Tolerance Percent and the Invoice Close Tolerance Percent to 100.

## Complete Freight

1. In the Additional Information section, select Schedules
2. Select the **Freight** line
3. Click the **Pencil** icon to edit
4. Update **Receipt Close Tolerance Percent** and the **Invoice Close Tolerance Percent** to 100
5. Once done, click **OK**

The screenshot displays the Transactor interface with several key areas highlighted by numbered callouts:

- 1:** The 'Schedules' tab is selected in the 'Additional Information' section.
- 2:** The 'Freight' line (Line 2) is selected in the main table.
- 3:** The pencil icon in the 'Actions' bar is highlighted, indicating the edit function.
- 4:** The 'Receiving Controls' section is shown, with 'Receipt Close Tolerance Percent' and 'Invoice Close Tolerance Percent' fields highlighted in orange, indicating they need to be updated to 100.
- 5:** The 'OK' button in the bottom right corner of the 'Edit Schedule' dialog is highlighted in orange.

The 'Additional Information' section shows the following details:

- Owning Department: D01004
- End User: Helen Kotke
- Context Prompt: [Dropdown]

The main table lists the following lines:

Line	Edit	Delete	Split	Item	Revision	Description	* Schedule	* Location	* Organization	Quantity	UOM	Secondary Quantity	Secondary UOM	Price	Ordered	Requested Delivery Date	Promised Delivery Date	Orig Deliv
1	[Pencil]	[X]	[<]			CODN Recording Micropl 1		UC Riverside Centr	UCR_INV_US	1	Each			48.99	48.99	06/15/2023	06/15/2023	
2	[Pencil]	[X]	[<]			Freight	1	UC Riversid	UCR_INV_US	20	Each			1.00	20.00	06/15/2023	06/15/2023	

The 'Receiving Controls' section includes the following fields:

- Early Receipt Tolerance in Days: 0
- Late Receipt Tolerance in Days: 0
- Last Acceptable Delivery Date: 06/15/2023
- Receipt Date Exception Action: None
- Ship-to Exception Action: None
- Invoice Match Option: Order
- Match Approval Level: 3 Way
- Invoice Close Tolerance Percent: 0
- Receipt Close Tolerance Percent: 0
- Overreceipt Tolerance Percent: 0
- Overreceipt Action: Reject
- Receipt Routing: Direct delivery
- Allow substitute receipts: [Unchecked]
- PO Charge Account: 1511-18083-A01010-543100-40-000-0
- Budget Date: 06/08/2023
- Accrue at receipt: [Unchecked]

The 'Billing' section includes:

- Invoice Match Option: Order
- Match Approval Level: 3 Way
- Invoice Close Tolerance Percent: 0

The 'Additional Information' section at the bottom includes:

- Total tax: 0.00 USD
- Total: 20.00 USD
- Country of Origin: [Dropdown]

# Communicate PO – Transactor Reminder

*Communicate the PO to the supplier via e-mail.*

## Communicate to Supplier

1. Select **E-Mail** as the **Communication Method**
2. Confirm the email address is correct for the **supplier**
3. If desired, **enter your email** in the **CC** field to receive a copy of the email
4. Click **Save** and **Submit**

The screenshot shows the 'Edit Document (Purchase Order): UCRP00000463' interface. The top navigation bar includes 'Check Funds', 'Manage Approvals', 'View PDF', 'Actions', 'Save', 'Submit', and 'Cancel'. A red circle with the number '2' highlights the 'Save' and 'Submit' buttons. The main content area is divided into several sections:

- General:** Procurement BU (UCR BU), Requisitioning BU (UCR BU), Sold-to Legal Entity (The Regents of the University of California Riverside), Bill-to BU (UCR BU), Order (UCRP00000463), Status (Incomplete), Funds Status, Buyer (Kolke, Helen), and Creation Date (06/09/2023).
- Supplier Contact:** A dropdown menu is highlighted with a red circle and the number '1'. Below it, the 'Communication Method' is set to 'E-Mail', the '\* Email' field contains 'sendmail-test-discard@oracle.com', and the 'Cc' field contains 'NETID@ucr.edu'.
- Bill-to Location:** UC Riverside Accounts Payable.
- Default Ship-to Location:** UC Riverside Central Receiving.
- Summary:** Total Tax 4.29 USD, Total 73.28 USD, Procurement Card, Description (CODN Recording Microphone Isolation), Requisition (UCRR00001083), and Agreement.
- Terms:** Required Acknowledgment (None), Acknowledge Within Days, Payment Terms (Net 30), Shipping Method, Freight Terms (Destination Prepaid and Add), and FOB.

Additional information is available at the bottom of the page.

# Worklist Creation

*The worklist is a helpful way to manage notifications within Oracle.*

## Open Worklist:

1. Click bell icon
2. Select Show all
3. Click Worklist
4. My Tasks – Shows all notifications

## Create a View:

5. Click the plus icon
6. Enter a name and workflow pattern
7. Once set, click OK

The screenshot illustrates the Oracle BPM Worklist interface with several callouts and annotations:

- 1:** Points to the bell icon in the top right corner.
- 2:** Points to the 'Show All' button in the Notifications dropdown menu.
- 3:** Points to the 'Worklist' button in the top right corner.
- 4:** Points to the 'My Tasks (10)' section in the left sidebar. A callout box states: "My Tasks - Shows FYI notifications and tasks requiring actions."
- 5:** Points to the plus icon in the Views section of the left sidebar. A callout box states: "Click the Plus Icon to add a new view."
- 6:** Points to the 'Match' dropdown menu in the 'Edit User View' dialog box. A callout box states: "Name the View, and then click the Green Plus above 'Workflow Patterns' and change this to: Not Equals - FYI".
- 7:** Points to the 'OK' button in the 'Edit User View' dialog box. A callout box states: "This view will show all notifications that require action."

The main interface shows a table of tasks with columns: Status, Title, Number, Creator, Assigned, and Priority. The tasks listed are:

Status	Title	Number	Creator	Assigned	Priority
	Approve Requisition UCRR00001212	290997	Michelle Ann H...	09/27/2023 11:30 PM	3
	Approve Requisition UCRR00001211	290706	Michelle Ann H...	09/26/2023 11:21 PM	3
	Approve Requisition UCRR00001017	290016	Michelle Ann H...	09/25/2023 11:55 PM	3
	Approve Requisition UCRR00001174	290004	Michelle Ann H...	09/25/2023 11:50 PM	3

# 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.

ACTION REQUIRED

UCR AP Communication Hold on Invoice F10001VP for Supplier FASTENAL COMPANY

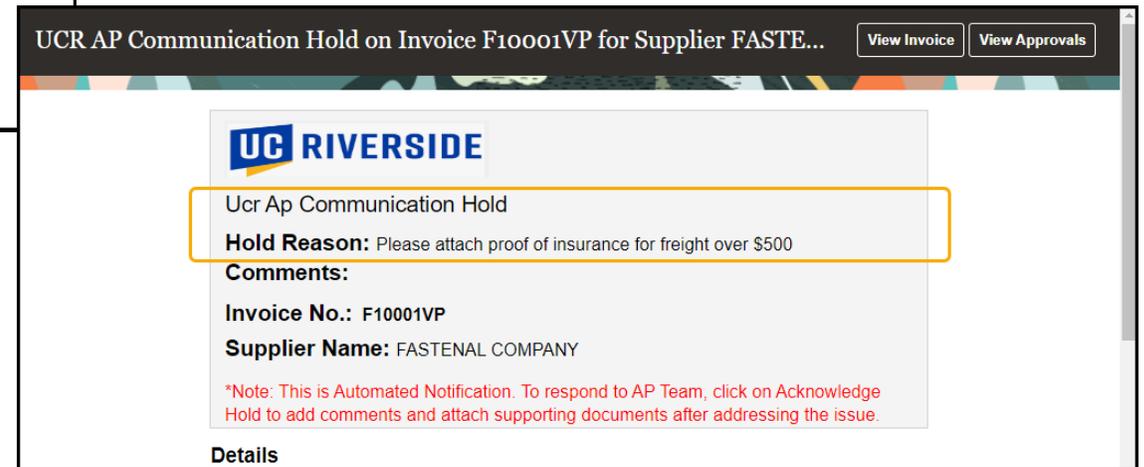
Sahin Nguyen

## 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



UCR AP Communication Hold on Invoice F10001VP for Supplier FASTENAL COMPANY [View Invoice](#) [View Approvals](#)

**UC RIVERSIDE**

Ucr Ap Communication Hold

**Hold Reason:** Please attach proof of insurance for freight over \$500

**Comments:**

**Invoice No.:** F10001VP

**Supplier Name:** FASTENAL COMPANY

\*Note: This is Automated Notification. To respond to AP Team, click on Acknowledge Hold to add comments and attach supporting documents after addressing the issue.

Details

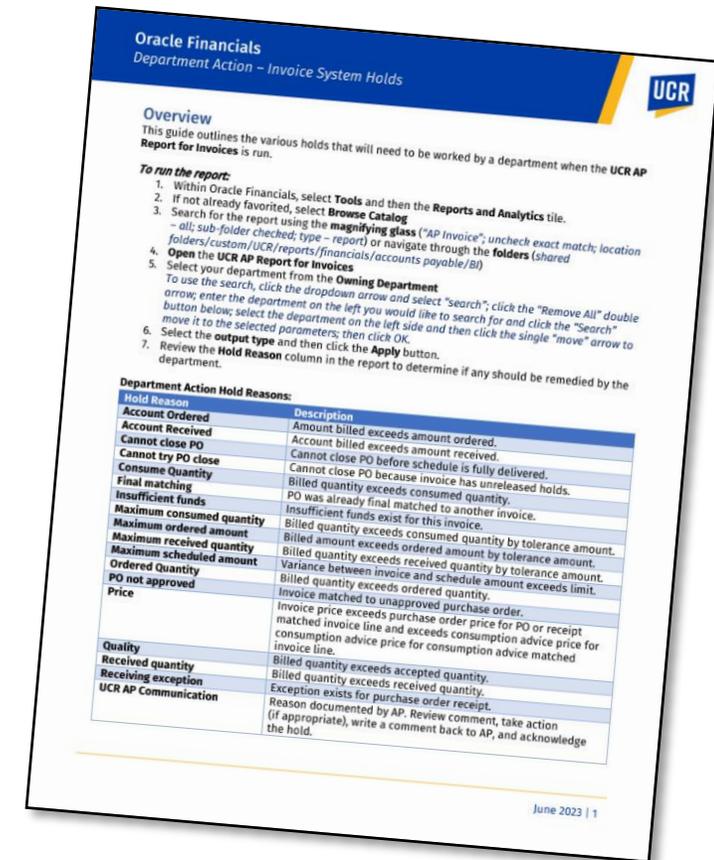
# Department Action Hold Reasons

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](#)

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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 matched invoice line.
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[Department Action – Invoice System Holds QRG](#)

# 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 for user Helen. The top navigation bar includes the UCR logo, the text 'Planning and Budgeting Cloud: UCR\_PLAN', and user information 'HelenK'. The main dashboard features a grid of tiles:

- Financials** (highlighted with a yellow box)
- Workforce
- Tasks
- Dashboards
- Infolets
- Data
- Budget Process
- Budget Requests for BP** (highlighted with a yellow box)
- Budget Execution
- Budget Requests for BE** (highlighted with a yellow box)
- Project Budget
- Reports
- Rules
- Approvals
- Application
- Tools
- Academy

The user profile 'Helen' is shown in the top left corner. The 'Activity' tab is selected in the bottom left corner.

# 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.

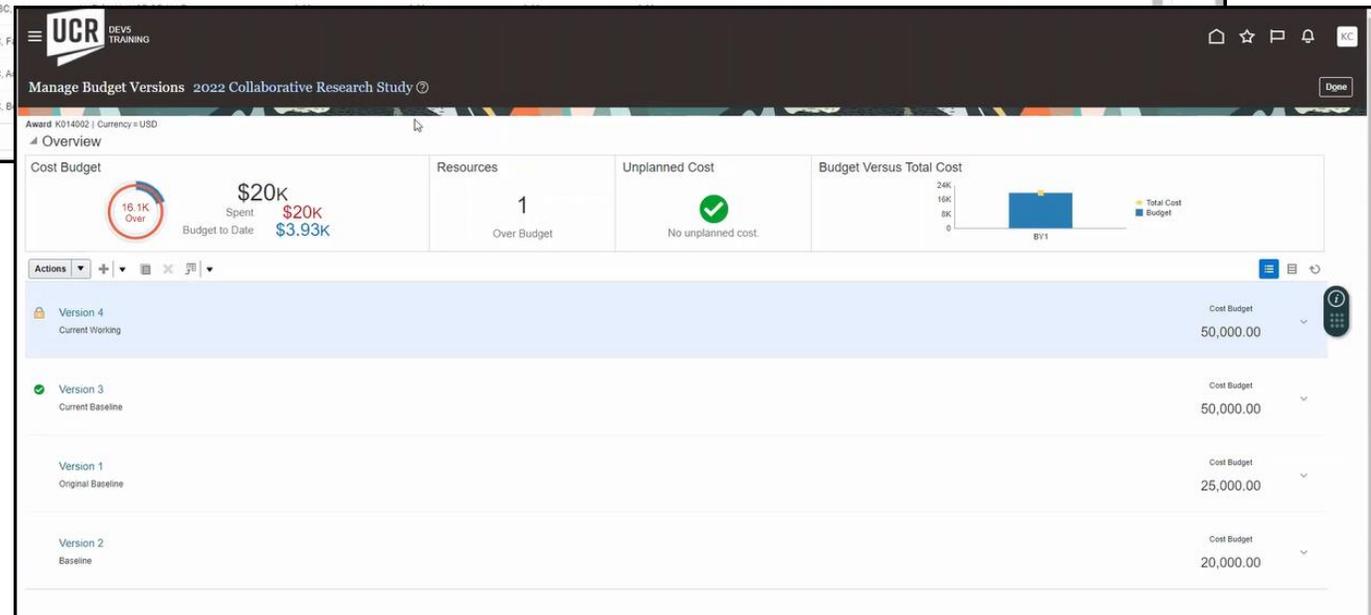
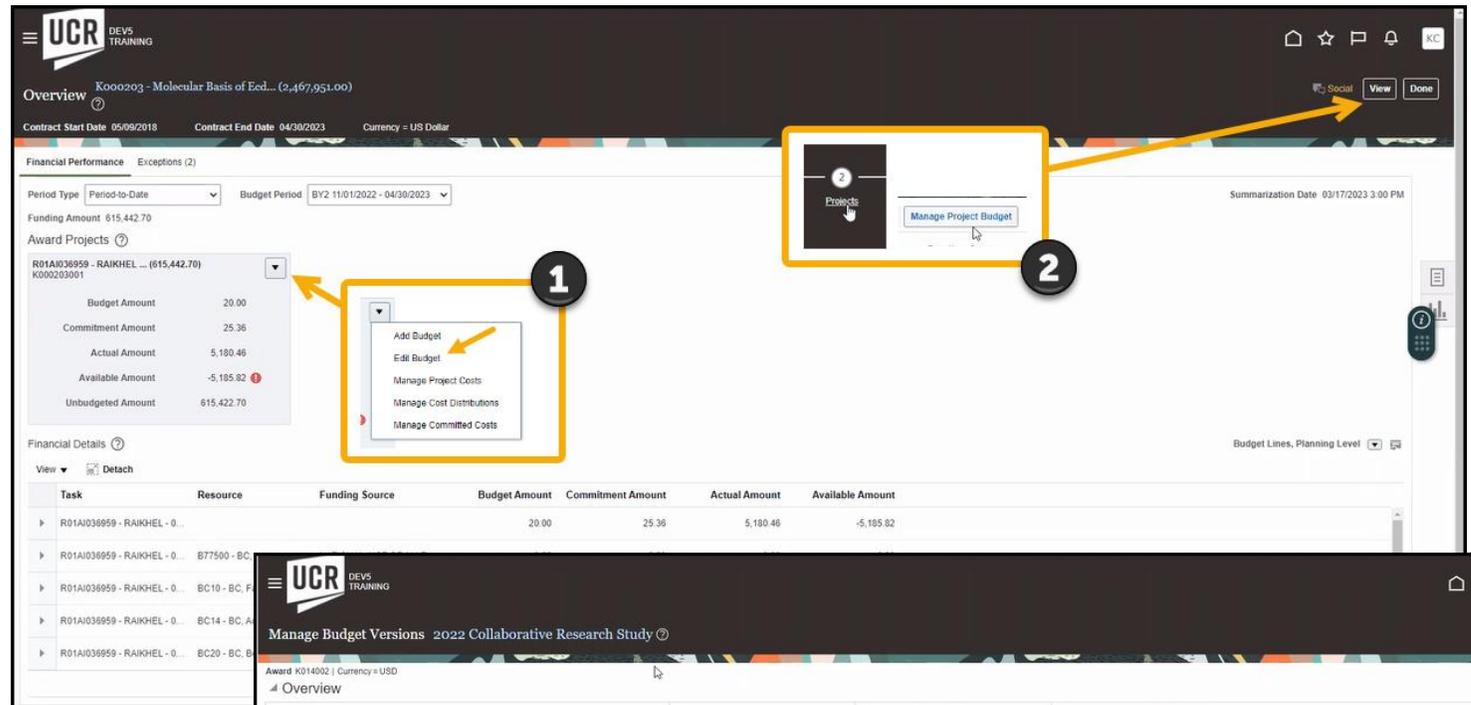
# Oracle Financials: PPM – Create/Edit C&G Award Budget

## 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



# General Accounting Dashboard

*General Accounting Dashboard is a place to compare values*

## Open Worklist:

1. General Accounting
2. General Accounting Dashboard

## Create an Account Group

3. View
4. Account Group
5. Create
6. Name the view and give the description. Enter the time option, comparison period, and indicate it to be private.
7. Select the COA values to filter results
8. Click Save and Close from the save dropdown

## View Results

9. With the view selected, the selected COA and comparisons will display

The screenshot shows the General Accounting Dashboard interface. The top navigation bar includes 'General Accounting' (1). Below it, the 'APPS' section contains a 'General Accounting Dashboard' icon (2). A 'View' dropdown menu is open, showing 'Account Group' (3) and 'Create' (5). The 'Create' option is selected, leading to a form for creating an account group. The form fields include 'Name' (4), 'Description' (6), 'Owner', 'Display In', 'Time Option' (Accounting period), 'Comparison Option' (Prior year PTD), and 'Access' (Private). The 'Save and Close' button is highlighted (8). Below the form, the 'Accounts' table is visible, showing columns for Name, Ledger, ENTITY, FUND, ACTIVITY, ACCOUNT, FUNCTN, PROGRAM, PROJECT, FLEX1, FLEX2, INTERENTITY, FUTURE1, FUTURE2, Change, and Threshold (7). The 'Accounts' table is filtered to show 'Faculty Travel' (9).

Name	Ledger	ENTITY	FUND	ACTIVITY	ACCOUNT	FUNCTN	PROGRAM	PROJECT	FLEX1	FLEX2	INTERENTITY	FUTURE1	FUTURE2	Change	Threshold
Faculty Travel	UCR ACTUALS	All Entry Values	All Fund Values	All Activity Values	BC40	All Functn Values	All Program Values	All Project Values	All Flex1 Values	All Flex2 Values	All Inter-Entity Values	All Future1 Values	All Future2 Values	Always Displ	

# Looker Training & Communication – August 2023

## Current Training Available:

- Reporting Tools and Dashboards (Web-based training/Workshop)
- Video Walkthroughs:
  - [Looker – Finance](#)
  - [Looker – Payroll Distributions](#)

## Upcoming Training:

- Updated Reporting Tools and Dashboard
- Case Study Demo Videos
  - Looker – Finance
  - Looker – Payroll Distributions

**Additional communication and support information to come as we progress towards early August when there will be a month's worth of data within the system.**

