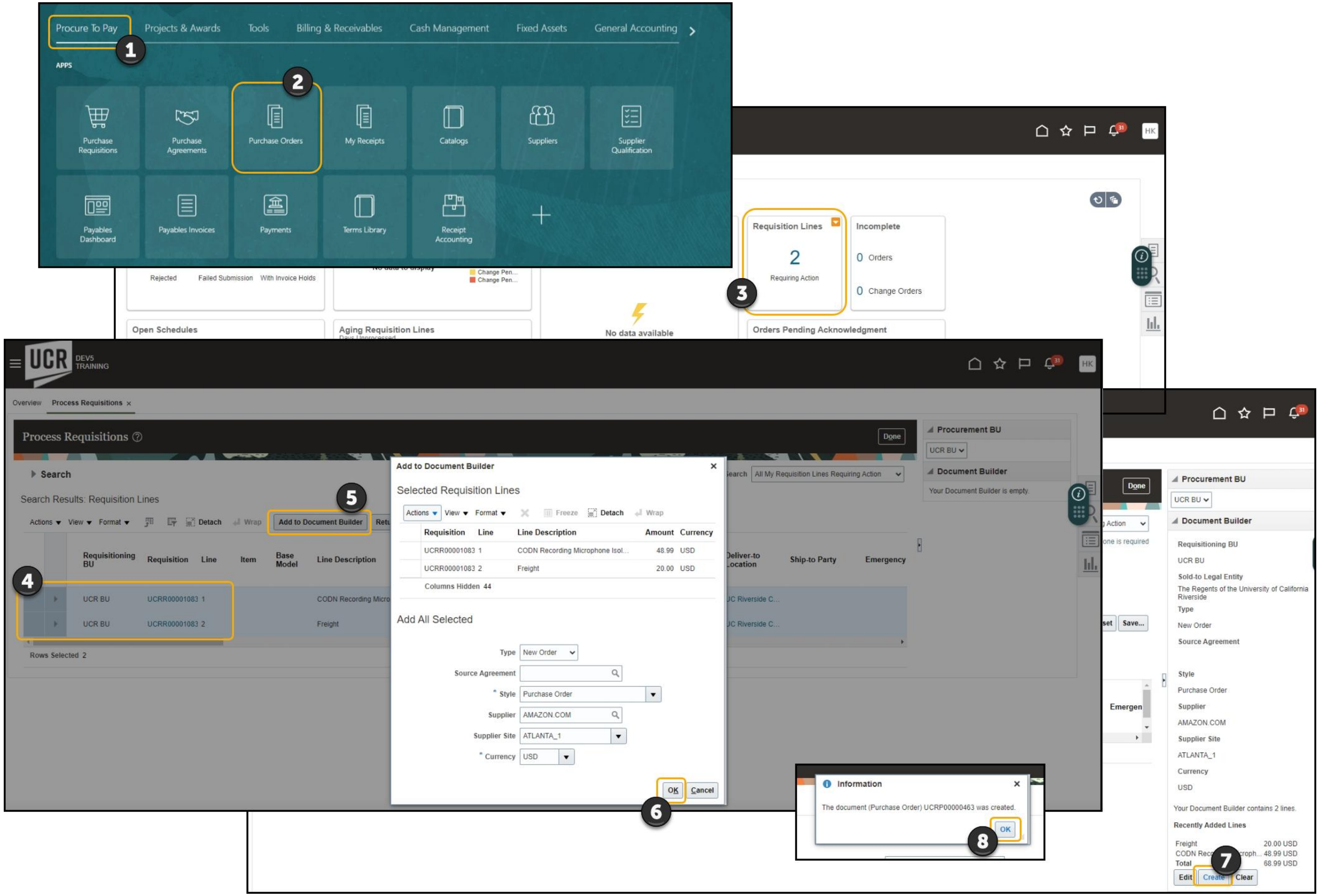
Changes since Training Creation

Updates to Online Trainings and Workshops In Process

UC RIVERSIDE

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

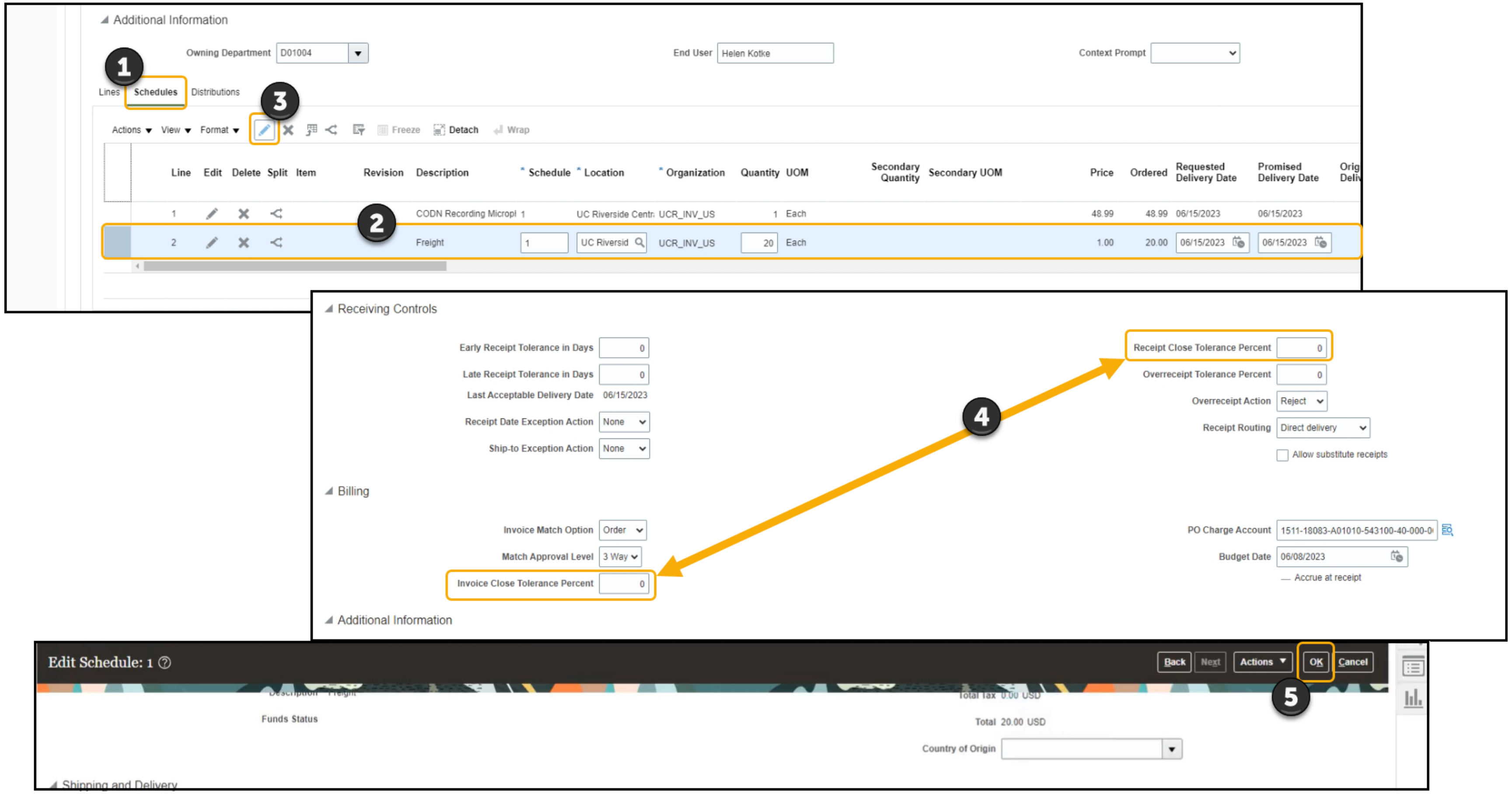
1. Procure to Pay
2. Purchase Orders
3. Select the Requisition Lines Requiring Actions
4. Select all rows associated with the specific requisition number
5. Add to document builder
6. Click OK
7. Click Create
8. A confirmation pop-up will appear. Click OK

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**

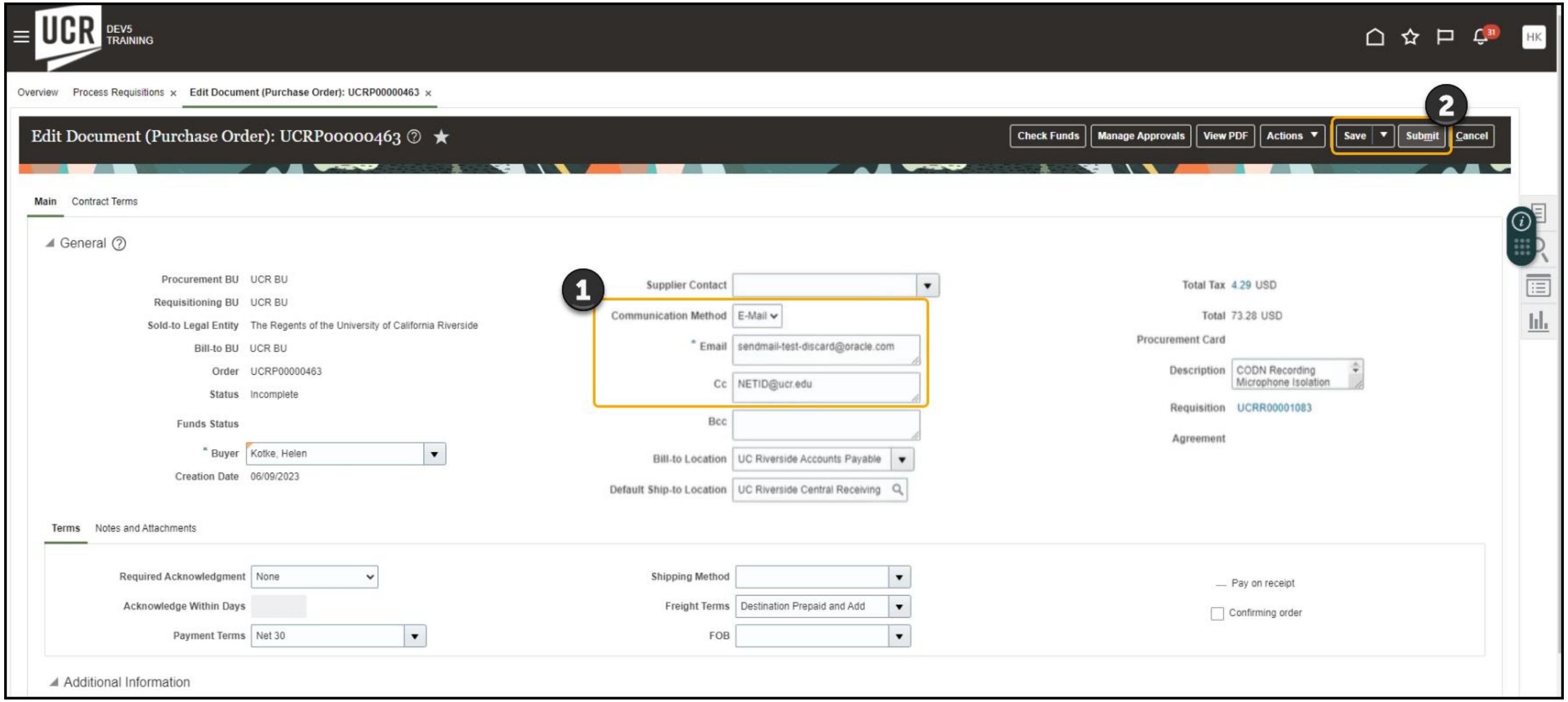


Communicate PO – Transactor Reminder

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**



Worklist Creation

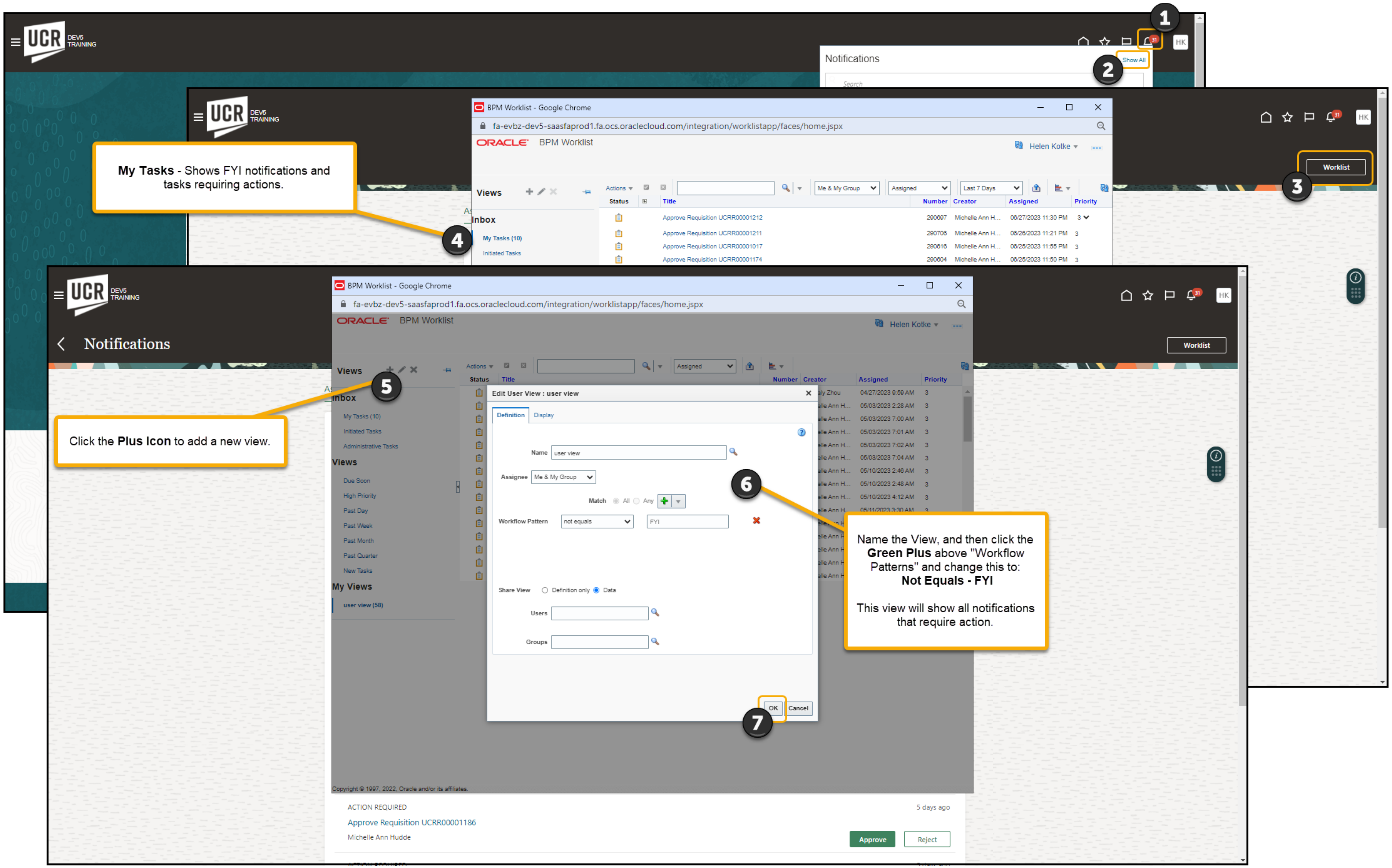
The worklist is a helpful way to manage notifications within Oracle.

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

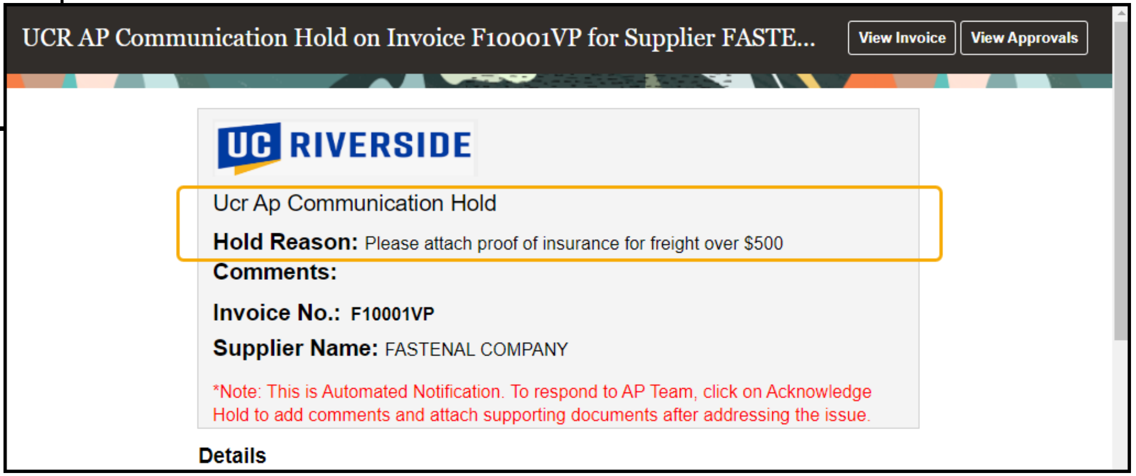


AP Invoice Report

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

Department Action Hold Reasons

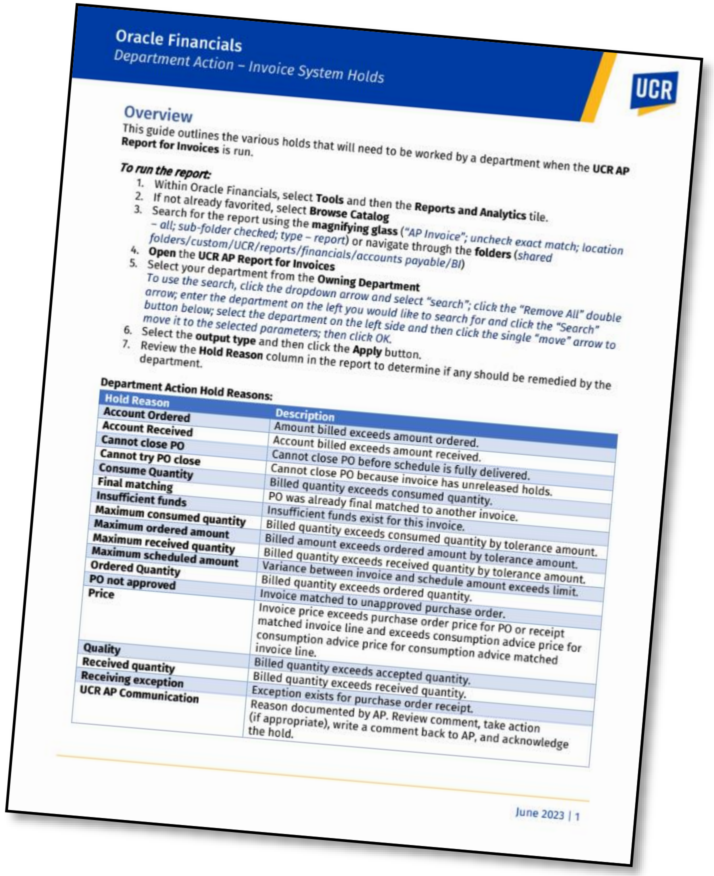
Hold Reason	Description
Account Ordered	Amount billed exceeds amount ordered.
Account Received	Account billed exceeds amount received.
Cannot close PO	Cannot close PO before schedule is fully delivered.
Cannot try PO close	Cannot close PO because invoice has unreleased holds.
Consume Quantity	Billed 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]

UC RIVERSIDE

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.


Oracle Financials
Department Action – Invoice System Holds

Overview
This guide outlines the various holds that will need to be worked by a department when the UCR AP Report for Invoices is run.

To run the report:
1. Within Oracle Financials, select Tools and then the Reports and Analytics tile.
2. If not already favorited, select Browse Catalog
3. Search for the report using the magnifying glass ("AP Invoice"; uncheck exact match; location – all; sub-folder checked; type – report) or navigate through the folders (shared folders/custom/UCR/reports/financials/accounts payable/BI)
4. Open the UCR AP Report for Invoices
5. Select your department from the Owning Department
To use the search, click the dropdown arrow and select "Search"; click the "Remove All" double arrow; enter the department on the left you would like to search for and click the "Search" button below; select the department on the left side and then click the single "move" arrow to move it to the selected parameters; then click OK.
6. Select the output type and then click the Apply button.
7. 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.

June 2023 | 1

[Department Action – Invoice System Holds QRG]

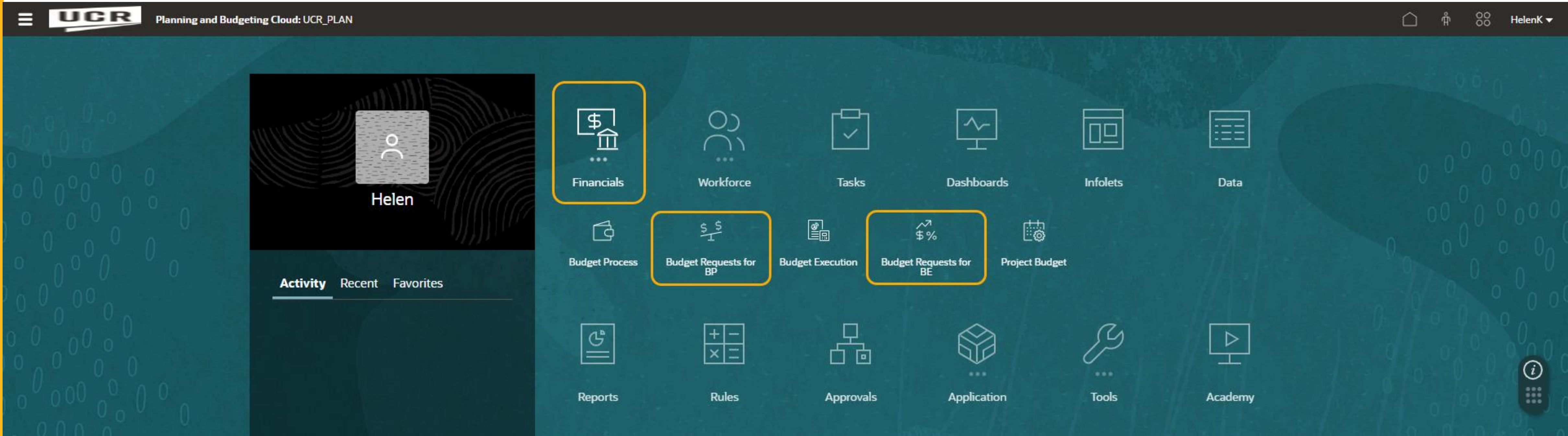
Oracle Budget - New Cards (Tiles)

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)



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_CORPORTAE_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

UC RIVERSIDE

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.

[Report Index on Impact23 Website]

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.

Report Index on Impact23 Website

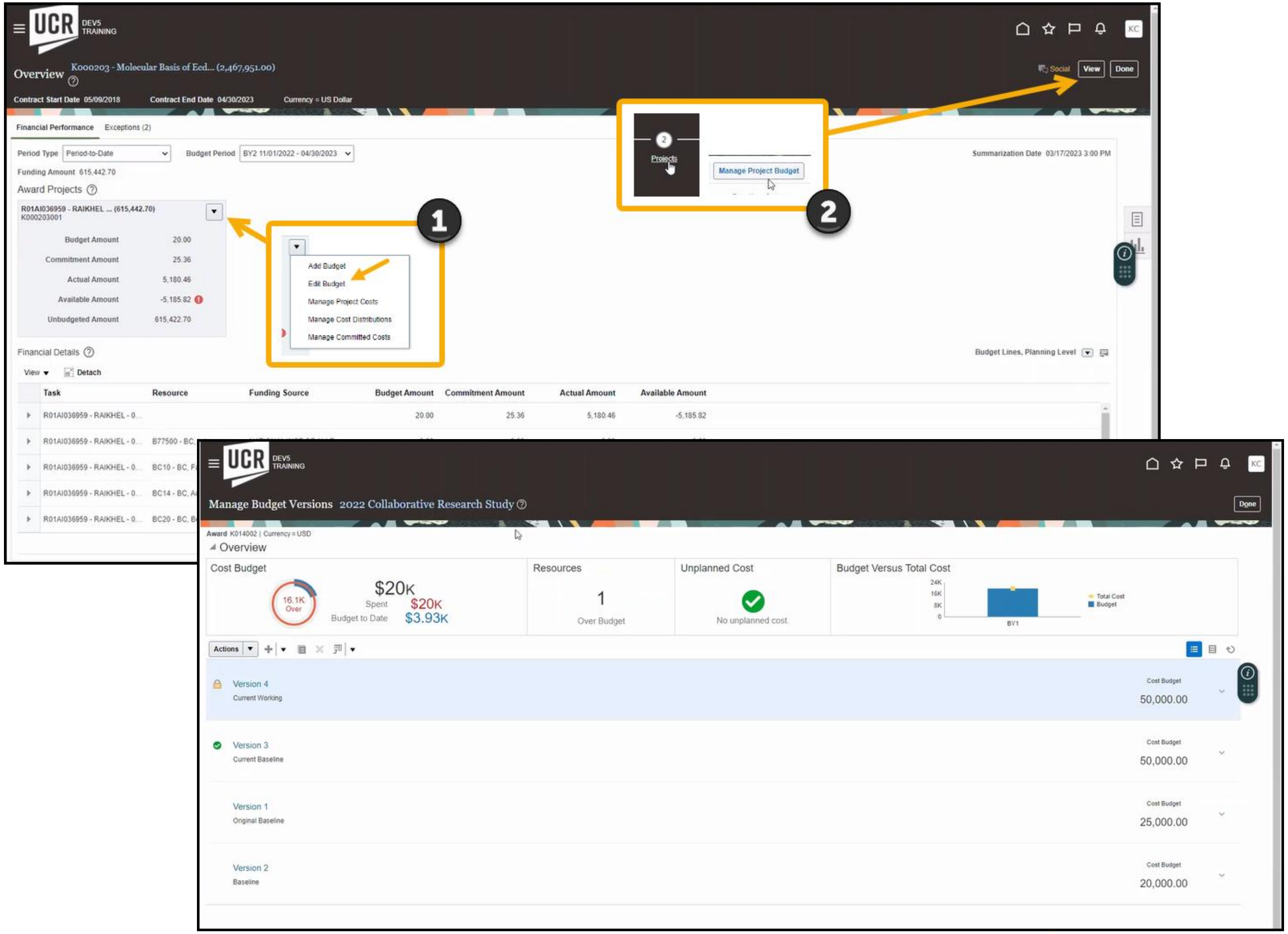
Oracle Financials: PPM – Create/Edit C&G Award Budget

Creating or Editing a Budget in PPM

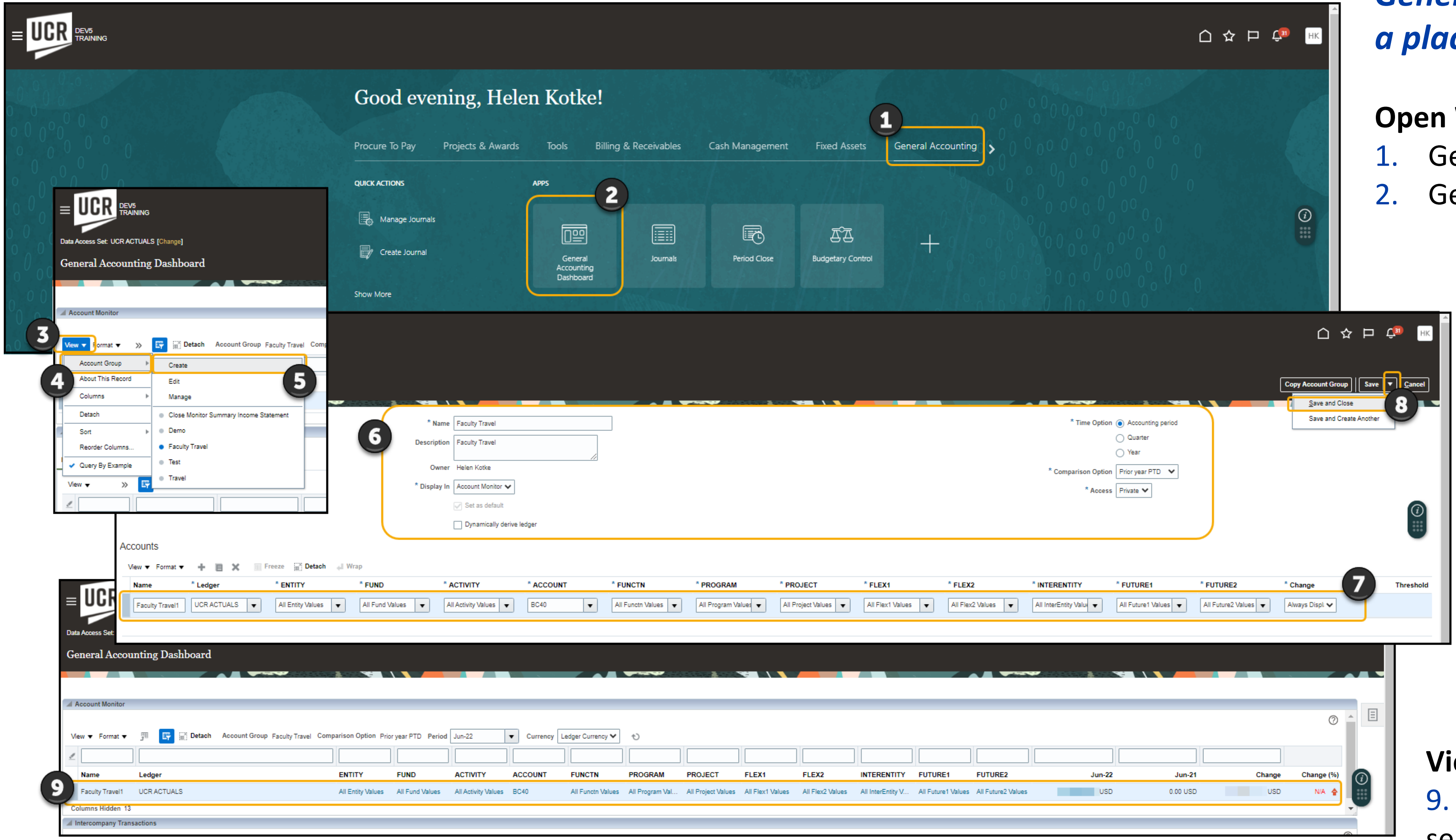
- **Awards**
- **Task Card >** Manage Awards
- **Search For/Select** desired C&G Award
- **Two paths:**
    1. **Dropdown > Edit Award**
    2. **View button > Projects > Manage Project**

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

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.