UC RIVERSIDE
IMPACT23

Faculty & Staff Town Hall

June 29, 2023

Agenda

UC Riverside has embarked on an important effort to update financial processes and systems across the campus. The program team hosts Town Halls as part of our efforts to prepare and educate the campus' faculty and staff on related changes and preparation activities.

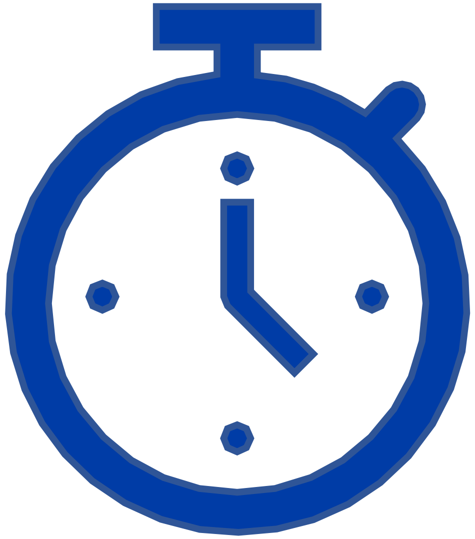
This Town Hall is recorded and will be posted to the Impact23 website under News & Events (Recorded Events).

TOPIC	PRESENTER
Welcome & Timeline	Asirra Suguitan & Gerry Bomotti
Stabilization Support	Laura Virgil & Josh Hoerger
Training Updates	Helen Kotke
Oracle COA Management Updates	Stephanie Flores
Launch Updates	Bobbi McCracken
Procure to Pay Updates	Joe Andreu
Question & Answer	Josh Hoerger

Modernizing UC Riverside's Financial Systems

[Implementation Timeline | Impact23 (ucr.edu)]

COUNTDOWN TO JULY 1, 2023



CALENDAR DAYS

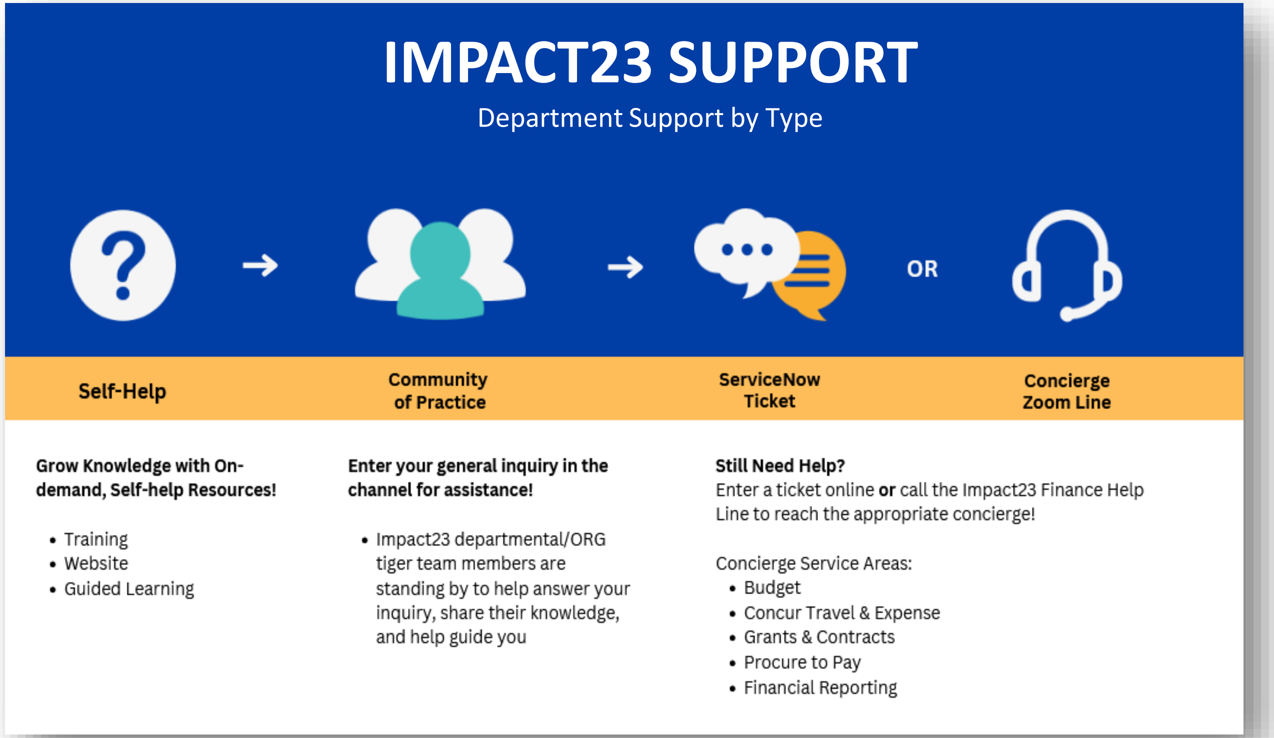
1

UC RIVERSIDE Impact23

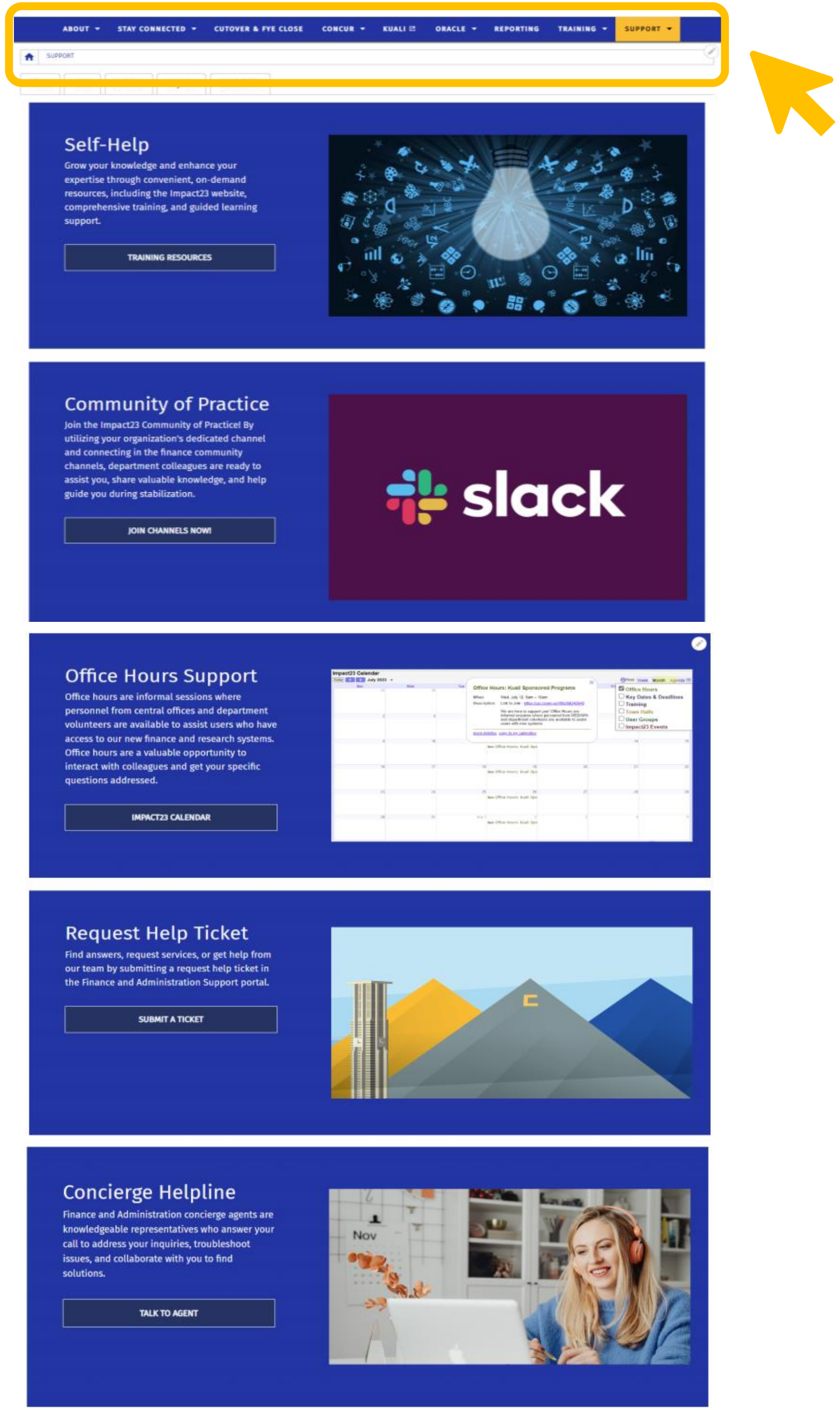
Support Overview

Stabilization Channels

Laura Virgil & Josh Hoerger



[Support | Impact23 (ucr.edu)](https://)

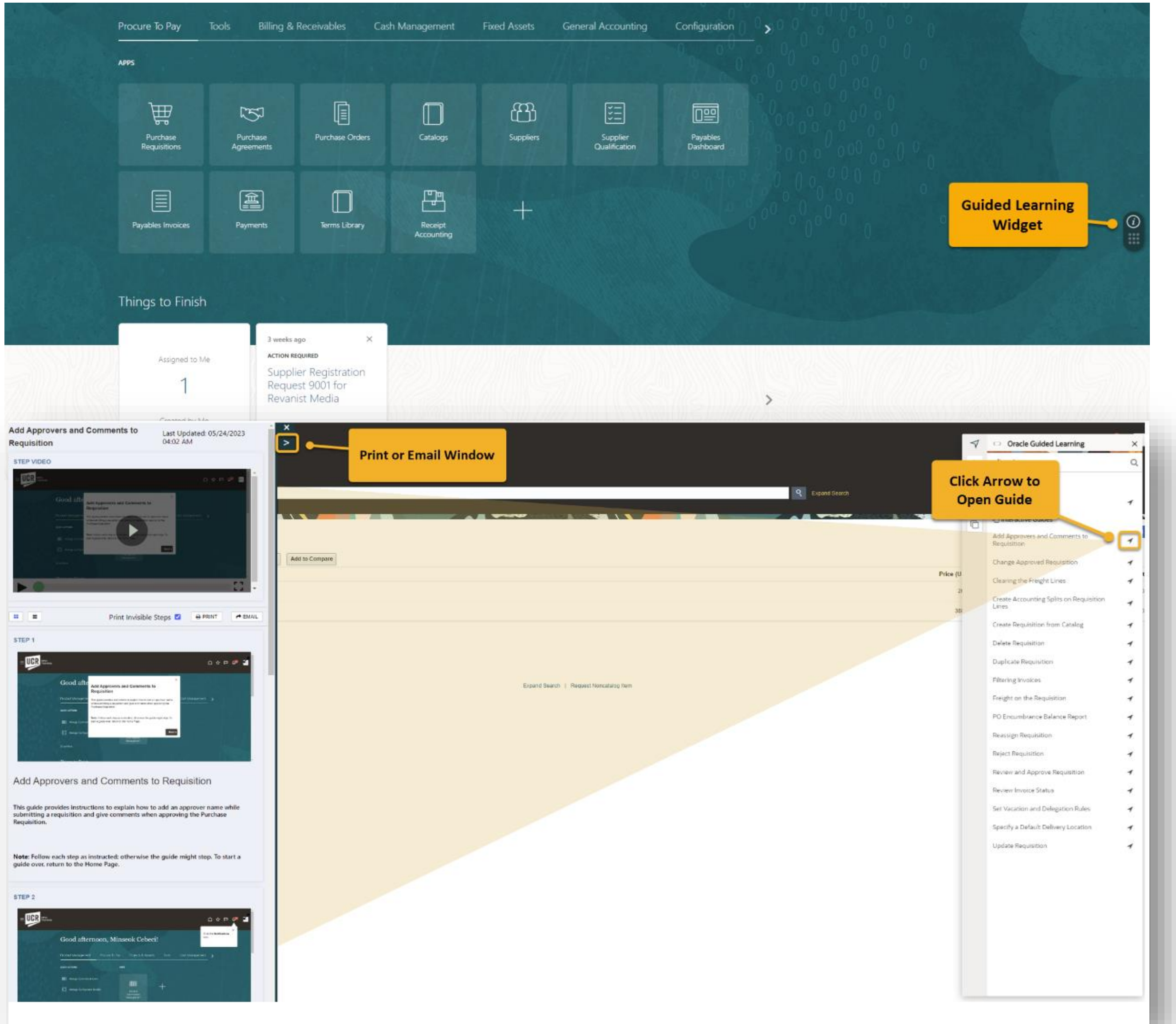


Guided Learning - OGL + WalkMe

Guided Learning is a knowledge tool that lives within UC Riverside's new financial applications. The tool provides real-time, step-by-step guidance to complete tasks and activities, and is configured to the university's business processes.

- Oracle Guided Learning
  - ***Oracle Financials, Oracle COA Management, and Oracle Budget****:*
    A Chrome extension is required to access OGL in these environments.
  - Visit [*Oracle Guided Learning | Impact23 (ucr.edu)*]() *for information on How to Install Oracle Guided Learning Extension Manually.*

- WalkMe
  - ***ServiceNow Work Order Systems:***
    WalkMe should be automatically installed in the ServiceNow environment.



slack

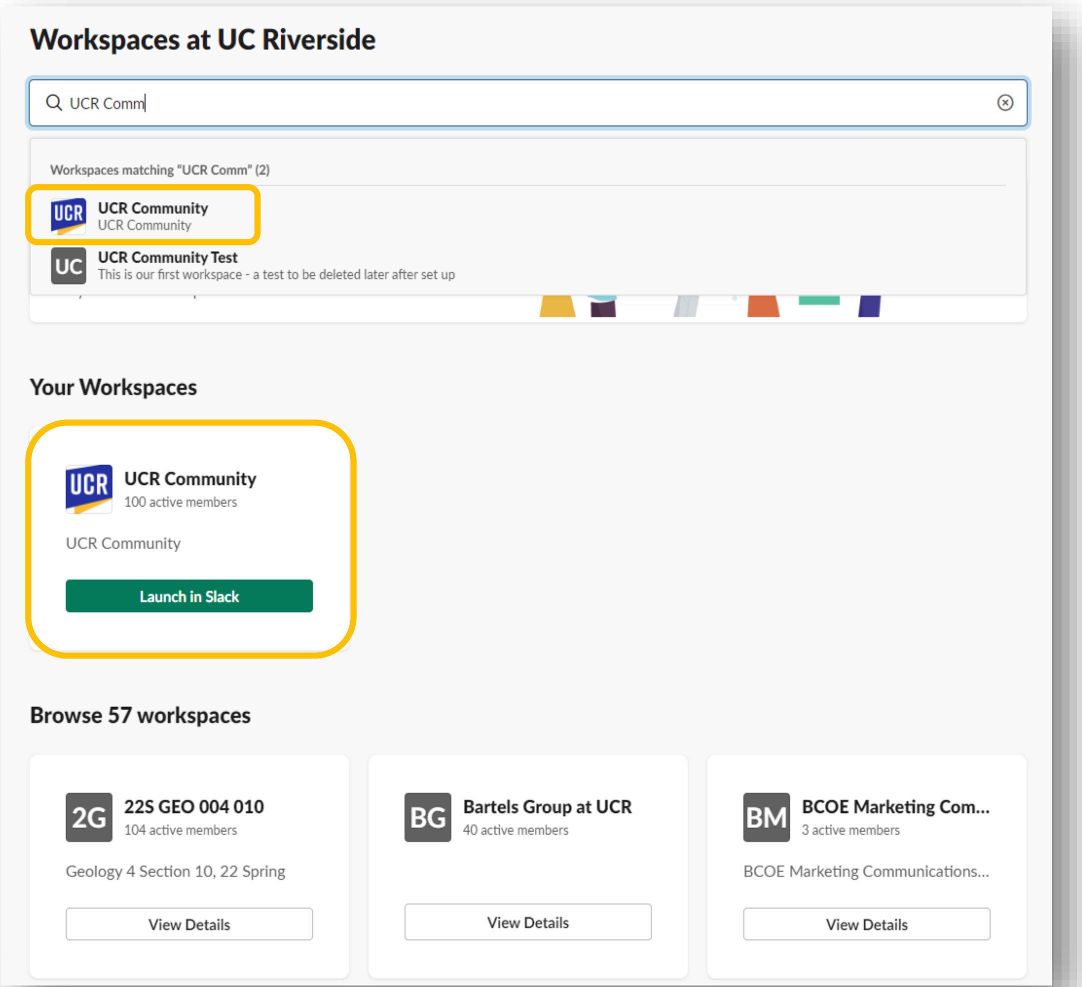
- Impact23 Program Participants (Department SMEs, SMAs and Extended Testers) will continue supporting their Orgs during stabilization through Slack.
- Departments should use Org-level Slack channels (#financesupport) for inquiries **before resorting to helpline calls or ticket submissions**.
- Departments can use CoP channels (#financecop) to crowdsource answers and share knowledge.
- Slack was selected for its accessibility advantages over other platforms like MS Teams. The current MS Teams CoP will be retired after go-live.
- Join an upcoming Slack information session to discover how to utilize the platform and join your preferred channels!
  - Thursday, July 6, 1-1:30 pm
  - Monday, July 10, 10-10:30 am

How to Join a Slack Workspace

A Slack workspace is made up of channels. It is a virtual environment where teams and communities collaborate, and it serves as a centralized hub for communication, file sharing, and project management. Each workspace is unique and can be customized to suit the needs of its members.

To join the **UCR Community** Slack workspace:

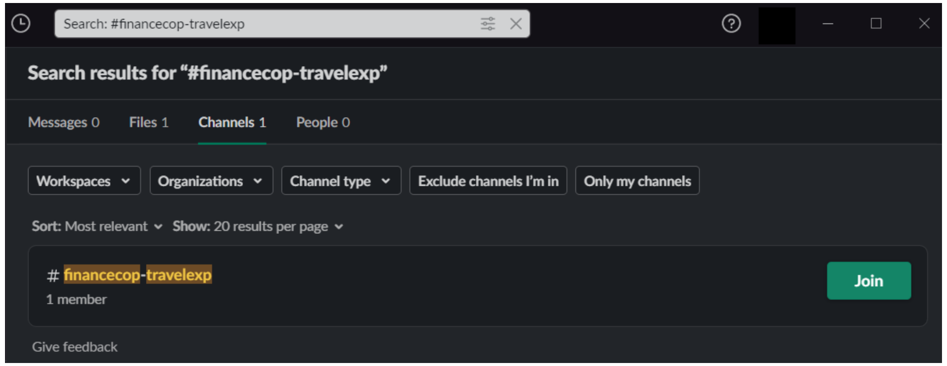
1. Go to ucr.slack.com
2. Click “Sign in with CAS” and enter your UCR credentials: ~~first.last@ucr.edu~~ > netid@ucr.edu!
3. Once your UCR Slack account is set up and activated, you can join the **UCR Community** workspace



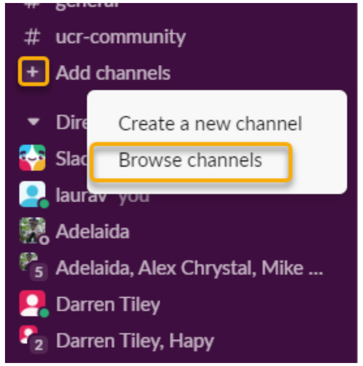
How to Find and Join a Channel

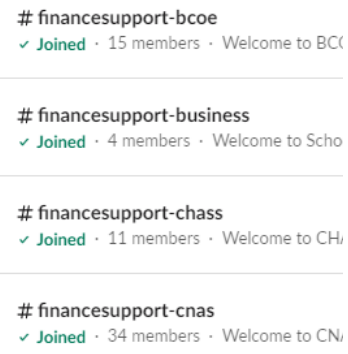
Channels are dedicated spaces within a workspace for specific topics, teams, or projects. To find channels within Slack:

1. Use the search bar at the top of the Slack interface. Then click the **# Channels** filter.
2. Type the name of the channel you're looking for (for example: **#financecop-travelexp**) or keywords related to your interests.
3. Click the green Join button to join the channel.



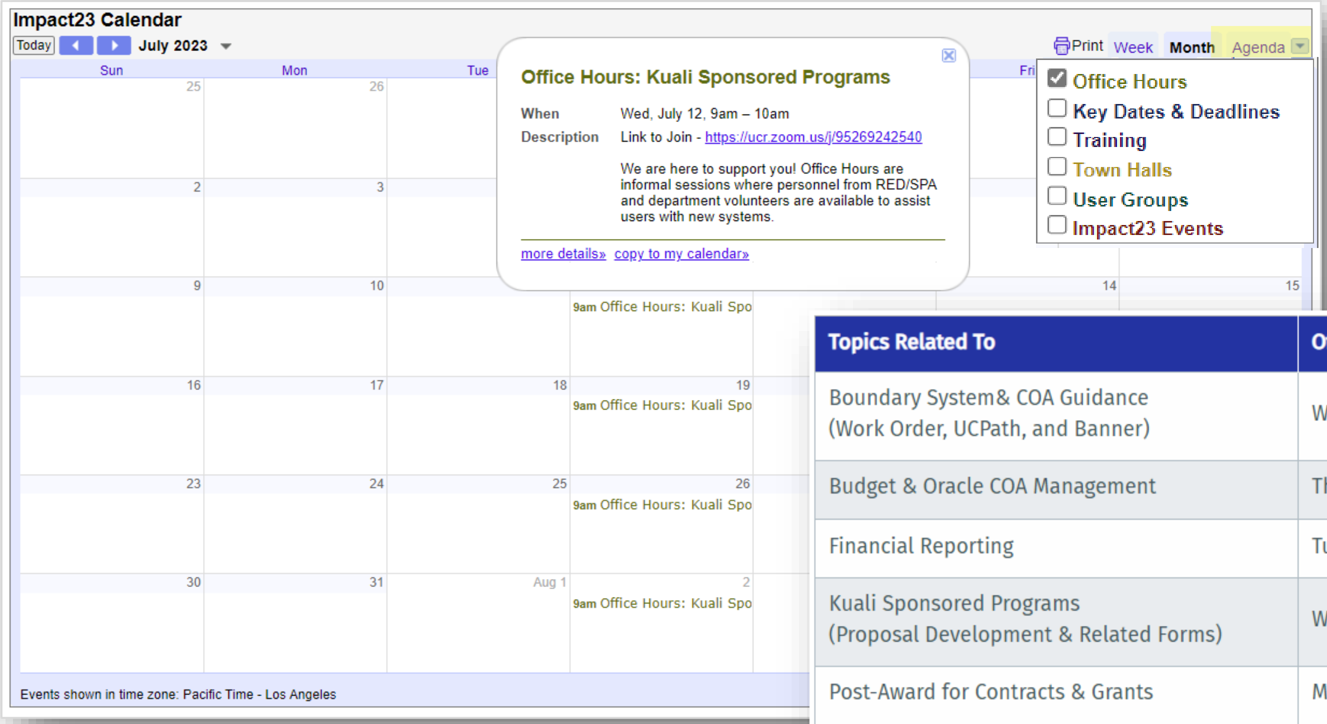
1. Click **+ Add channels**
2. Select **Browse channels**
3. Type the name of the channel you're looking for (for example: **#financecop-travelexp**) or select a channel as it pops up.





Office Hours Support

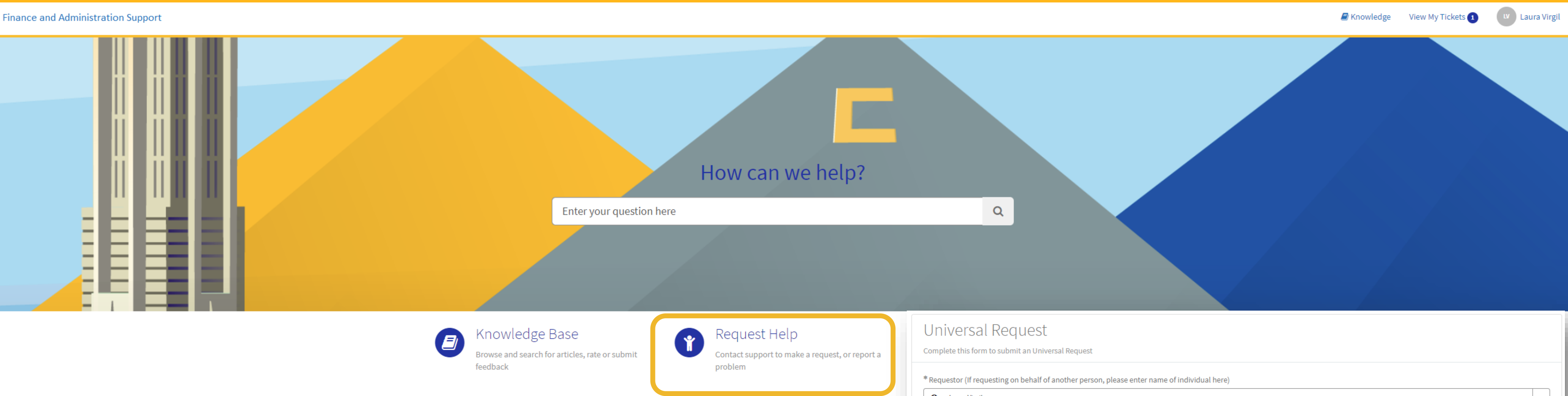
Office hours are informal sessions where personnel from central offices and department volunteers are available to assist users who have access to our new finance and research systems. Office hours are a valuable opportunity to interact with colleagues and get your specific questions addressed.

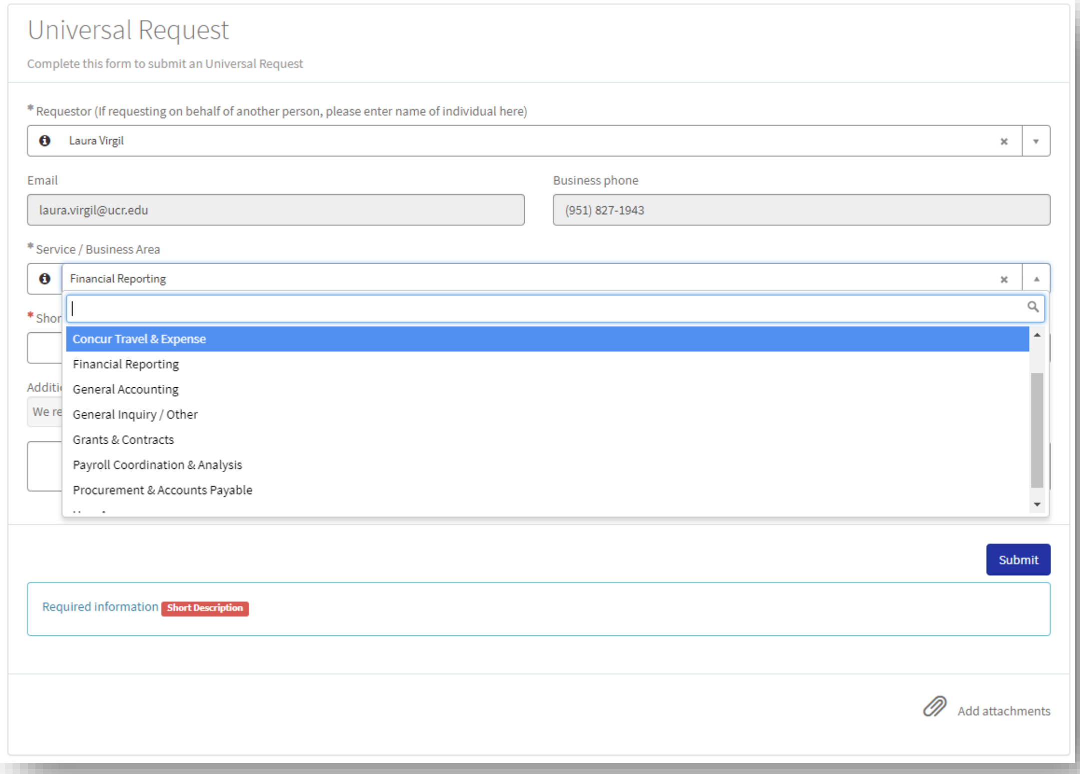


Topics Related To	Office Hours Schedule	Link to Join
Boundary System& COA Guidance (Work Order, UCPath, and Banner)	Wednesdays, 3–3:30 pm (Starts 7/12)	https://ucr.zoom.us/j/93787188359
Budget & Oracle COA Management	Thursdays, 3-3:30 pm (Starts 6/29)	https://ucr.zoom.us/j/97174619680
Financial Reporting	Tuesdays, 3–3:30 pm (Starts 7/18)	https://ucr.zoom.us/j/95567817621
Kuali Sponsored Programs (Proposal Development & Related Forms)	Wednesdays, 9–10 am (Starts 7/12)	https://ucr.zoom.us/j/95269242540
Post-Award for Contracts & Grants	Mondays, 9:30–10 am (Starts 7/17)	https://ucr.zoom.us/j/97925305538
Procure to Pay and PCard	Fridays, 10:30-11 am (Starts 7/7)	https://ucr.zoom.us/j/94472310691
Travel/Non-Travel Reimbursements & ePay	Mondays, 10:30-11 am (Starts 7/10)	https://ucr.zoom.us/j/98498457403

UC RIVERSIDE

Finance and Administration Support - ServiceNow





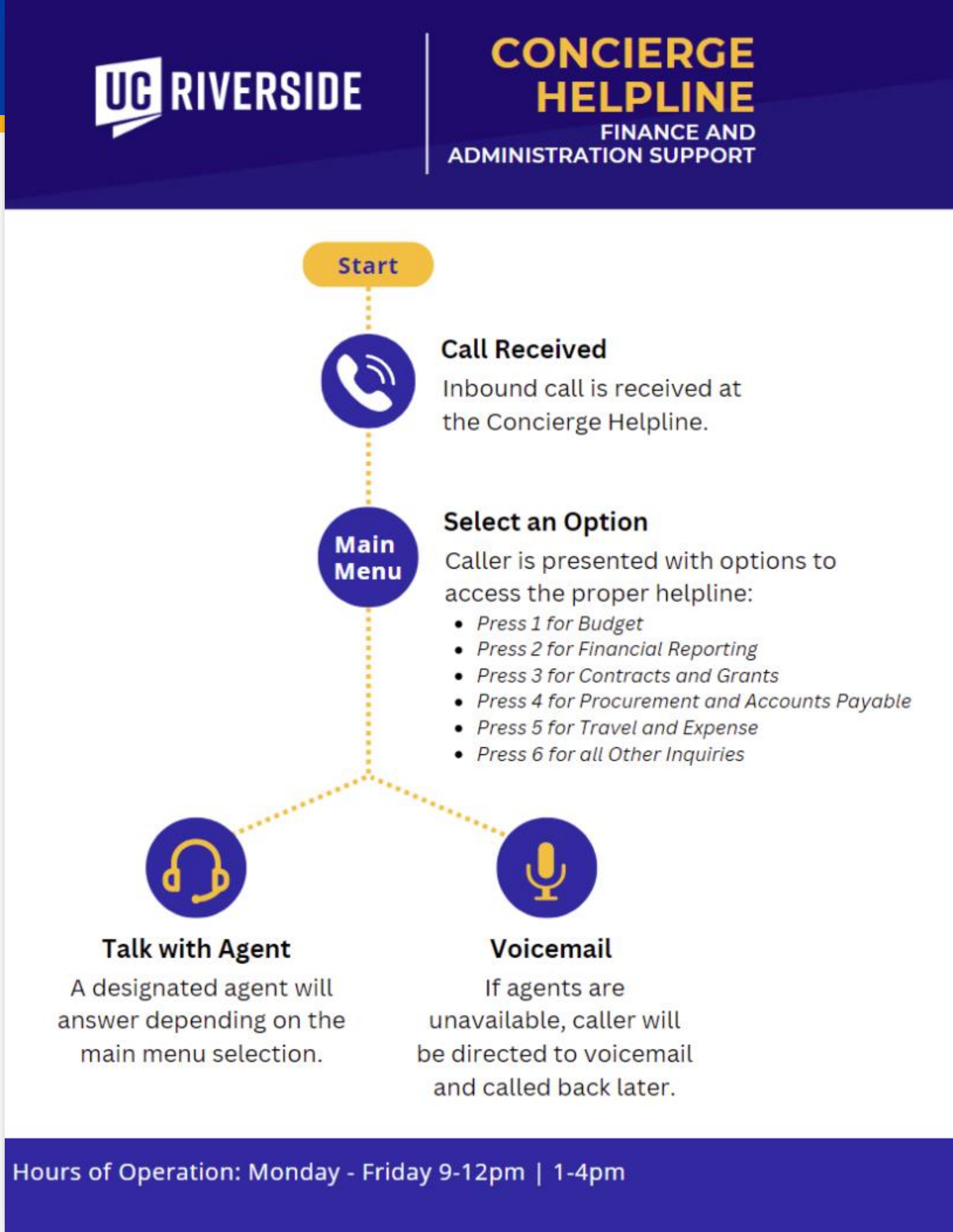
- Support for Impact23, spanning Business & Financial Services (BFS), Financial Planning & Analysis (FP&A), and Research and Economic Development (RED), with integration to ITS's ServiceLink for coordination.
- Portal will be available for go-live on 7/5
- Provides visibility/data on trends, support efforts, and response times.

Concierge Helpline

Finance and Administration Concierge Helpline agents are knowledgeable representatives who can address your inquiries, troubleshoot issues, and collaborate with you to find solutions. Additional instructions are posted on the Impact23 website for the helpline calling process.

Hours of Operation

Monday – Friday: 9:00 am – 4:00 pm
Closed for lunch from 12:00 p.m. - 1:00 p.m.
Concierge #: Available 7/6



Training Updates

Revised Processes

Helen Kotke

Finance Administration & Practices (UC Learning Center Library)

Key: New Courses | Currently Available | Post Go-live UCR

Foundational Training

WBT
- Oracle: Budget & Financial Systems Introduction
- UCR Chart of Accounts
- Reporting Tools & Dashboards
- Oracle: Financial Boundary Systems & Tools

ILT
- Oracle: Reporting Tools & Dashboards Workshop

Complete Foundational Training First

Department Transactor

WBT
- Oracle: Buying and Paying
- Concur: Travel Reimbursements
- Concur: Non-Travel Reimbursements

ILT
- Oracle: Buying and Paying Workshop

Department Analyst

WBT
- Oracle: General Ledger
- Oracle: Budget
- Oracle: Project Portfolio Management for Contracts & Grants
- Kuali: Proposal Development
- Oracle: Budget Development

ILT
- Oracle: Budget Workshop
- Oracle: Project Portfolio Management for Contracts & Grants Workshop

Financial Managers & CFAO

WBT
- Oracle: Financial Management
- Reporting Tools & Dashboards
- Oracle: Financial Approvals
- Oracle: Budget Development

ILT
- Oracle: Financial Management Workshop
- Oracle: Financial Management Reporting Workshop

Faculty, Researcher & PD/PI

WBT
- UCR Finance and Research Systems for Academics
- Oracle for Academics
- Kuali & Oracle: Contracts & Grants for Academics
- Concur for Academics
- Kuali: Research Systems & Tools

ILT
- Contracts & Grants for Academics Workshop
- UCR Finance and Research Systems for Academics Workshop

Requester

WBT
- Oracle: Budget & Financial Systems Introduction
- UCR Chart of Accounts
- Oracle: Requester

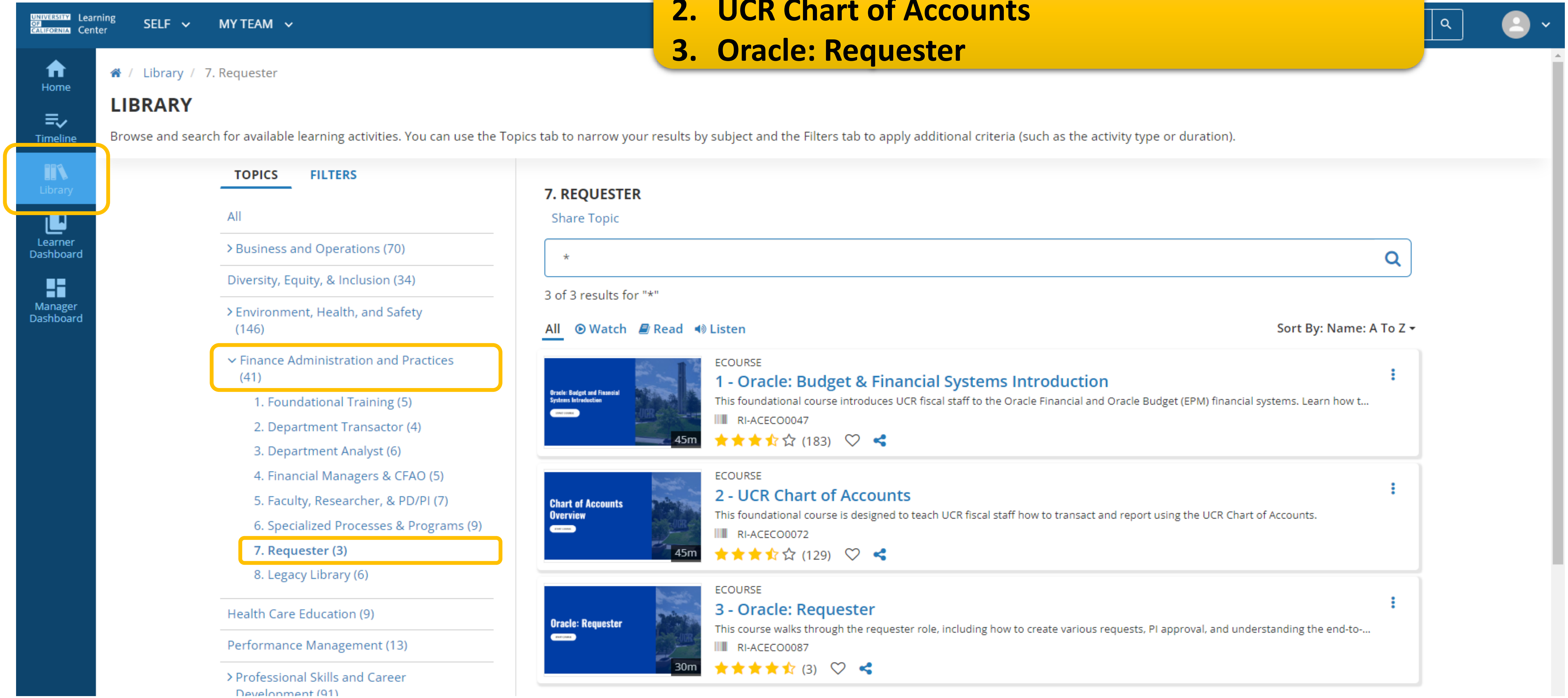
Other Sub-Libraries

Specialized Processes & Programs

WBT
- SAA Training
- PCard Training
- Travel & Entertainment Card
- PCI DSS Security Awareness Training (SAT)
- Cash Handling: The Basics
- Enterprise Accountability Online
- Foundation Gift Fund Details Report Overview
- Advanced Financial Reporting

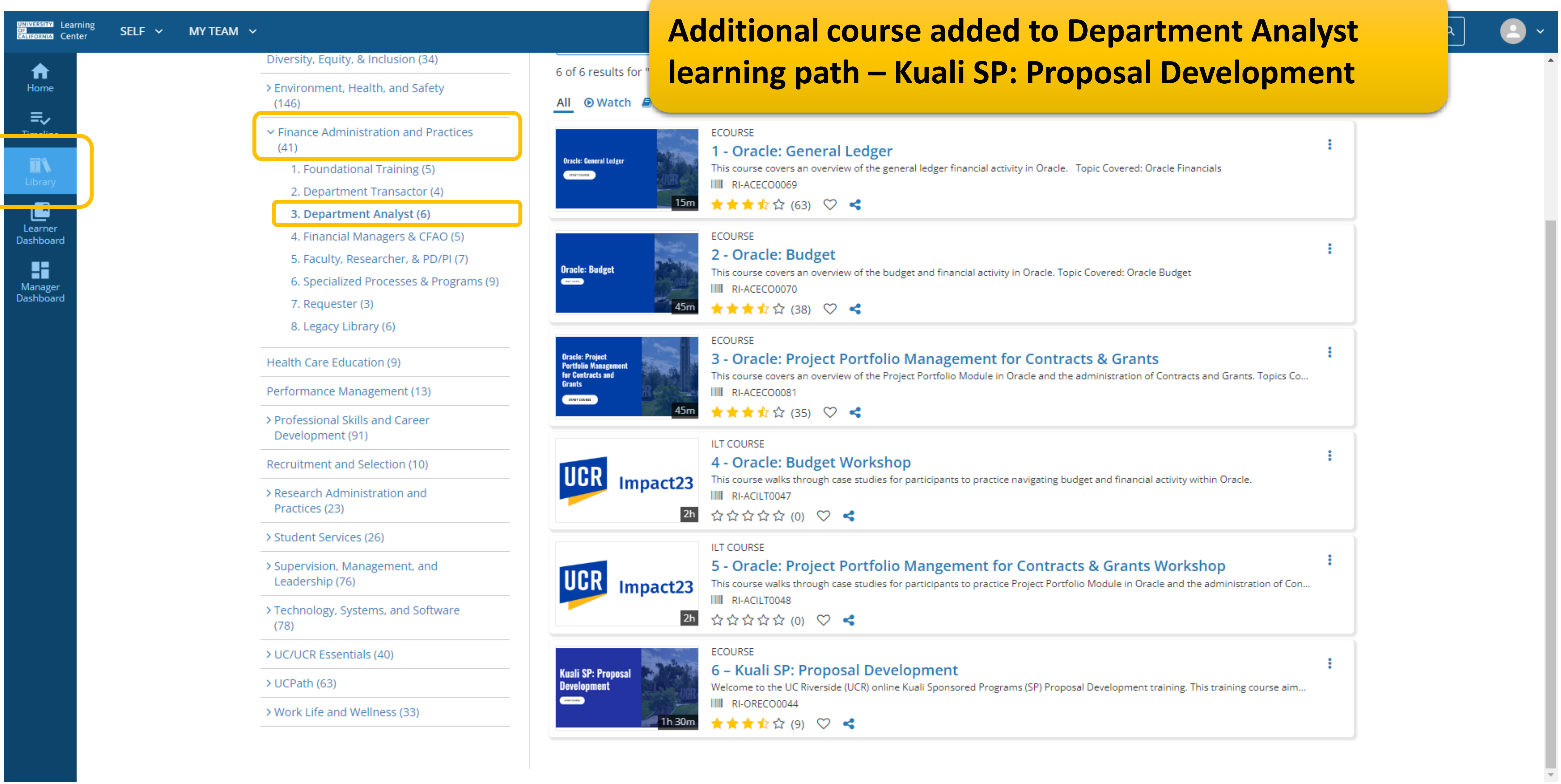
Requester Learning Path – *NEW!*

1. Oracle: Budget & Financial Systems Introduction
2. UCR Chart of Accounts
3. Oracle: Requester

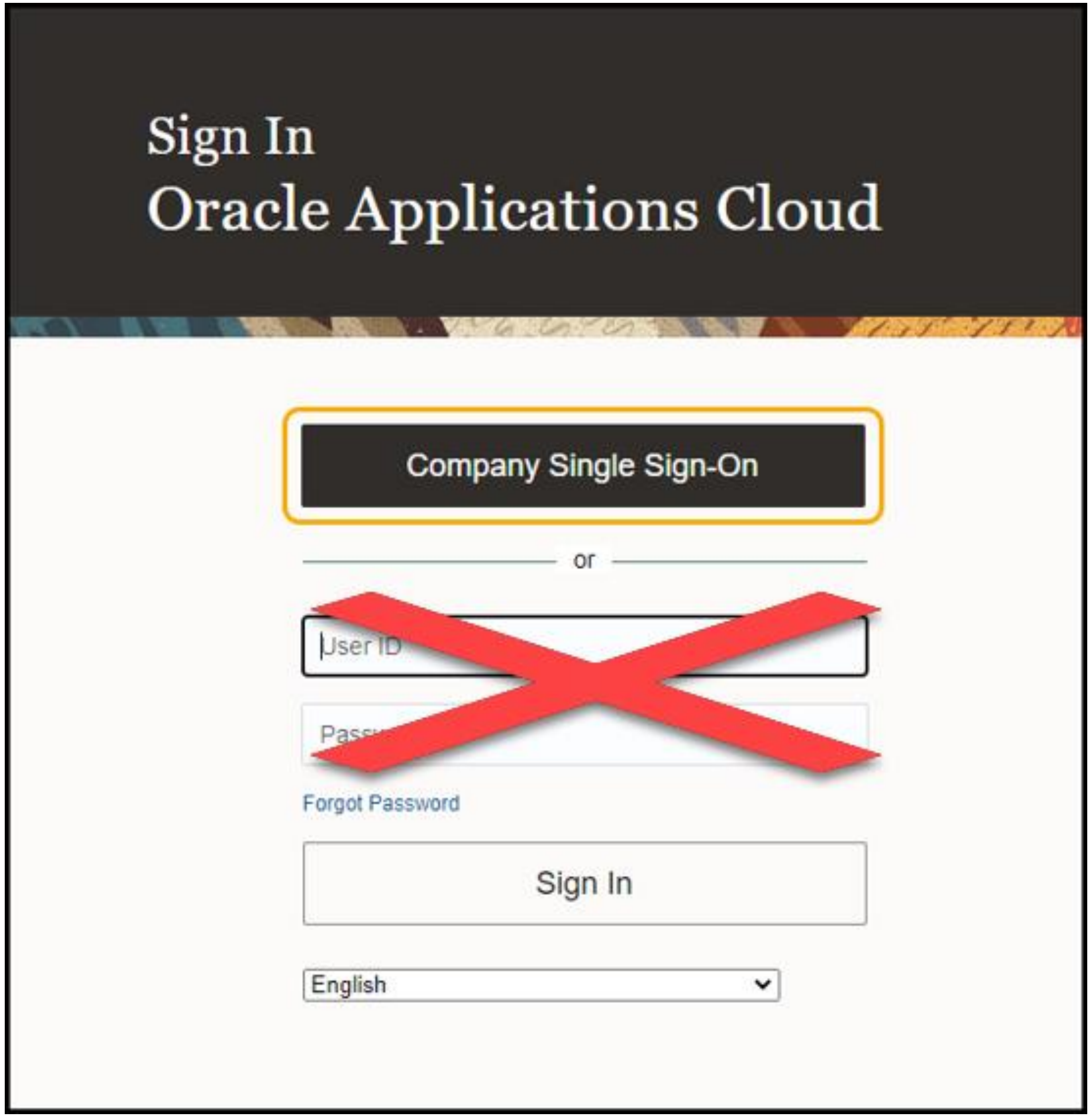


Analyst Learning Path – *Kuali SP: Proposal Development*

Additional course added to Department Analyst learning path – Kuali SP: Proposal Development



Oracle Login



Changes since Training Creation

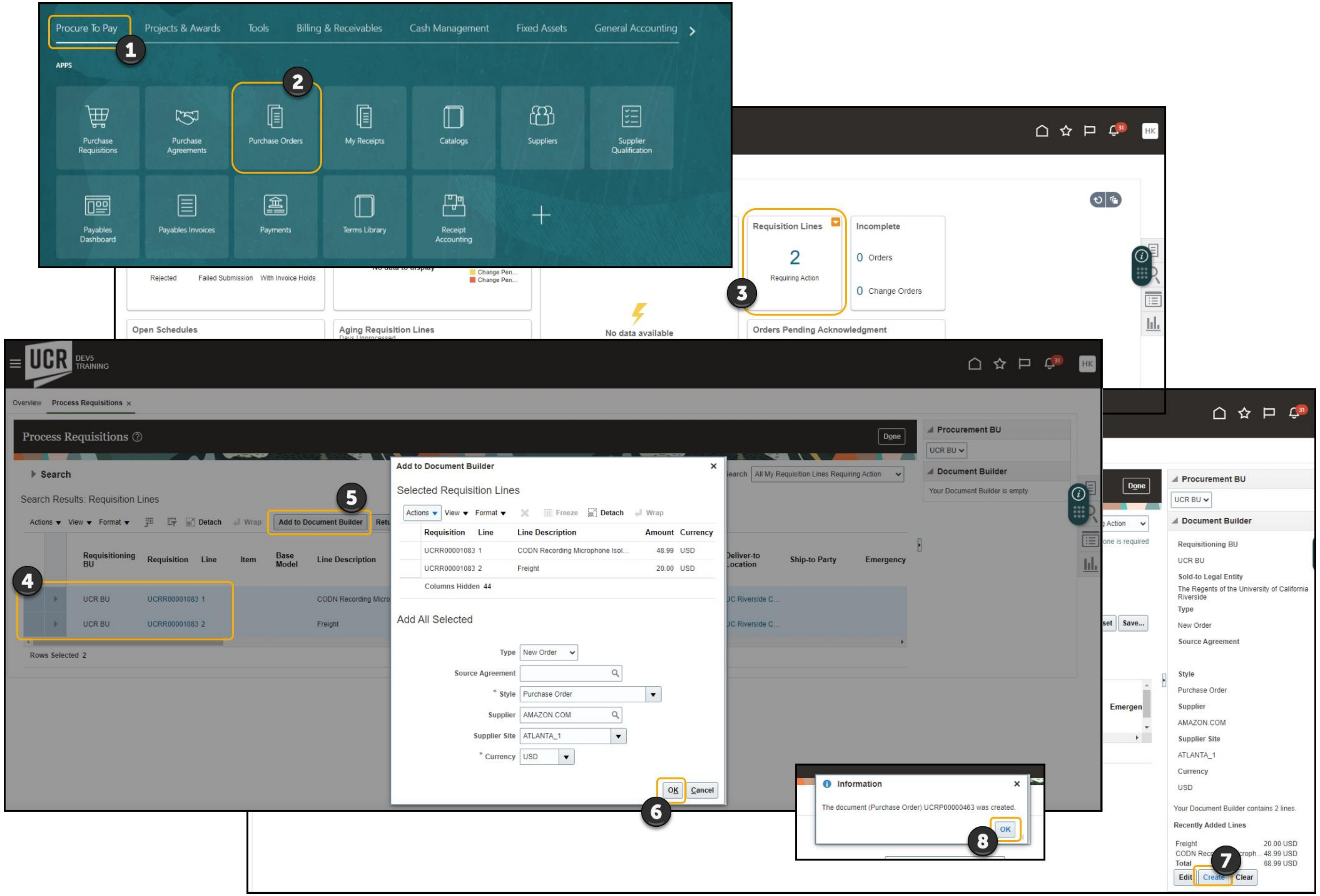
Updates to Online Training and Workshops In Process

PO Creation – Transactor Reminder

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

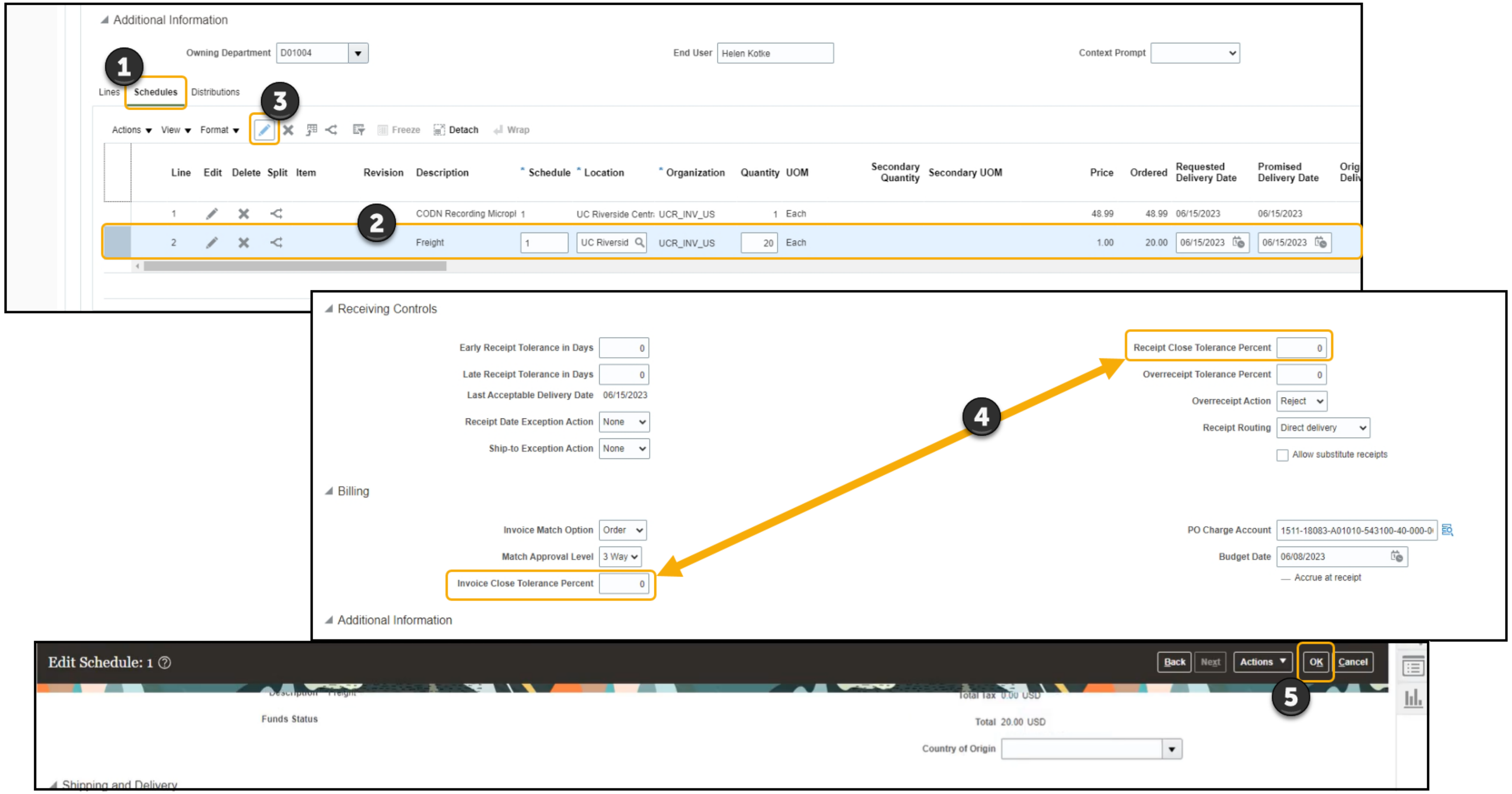
Create a Purchase Order

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



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

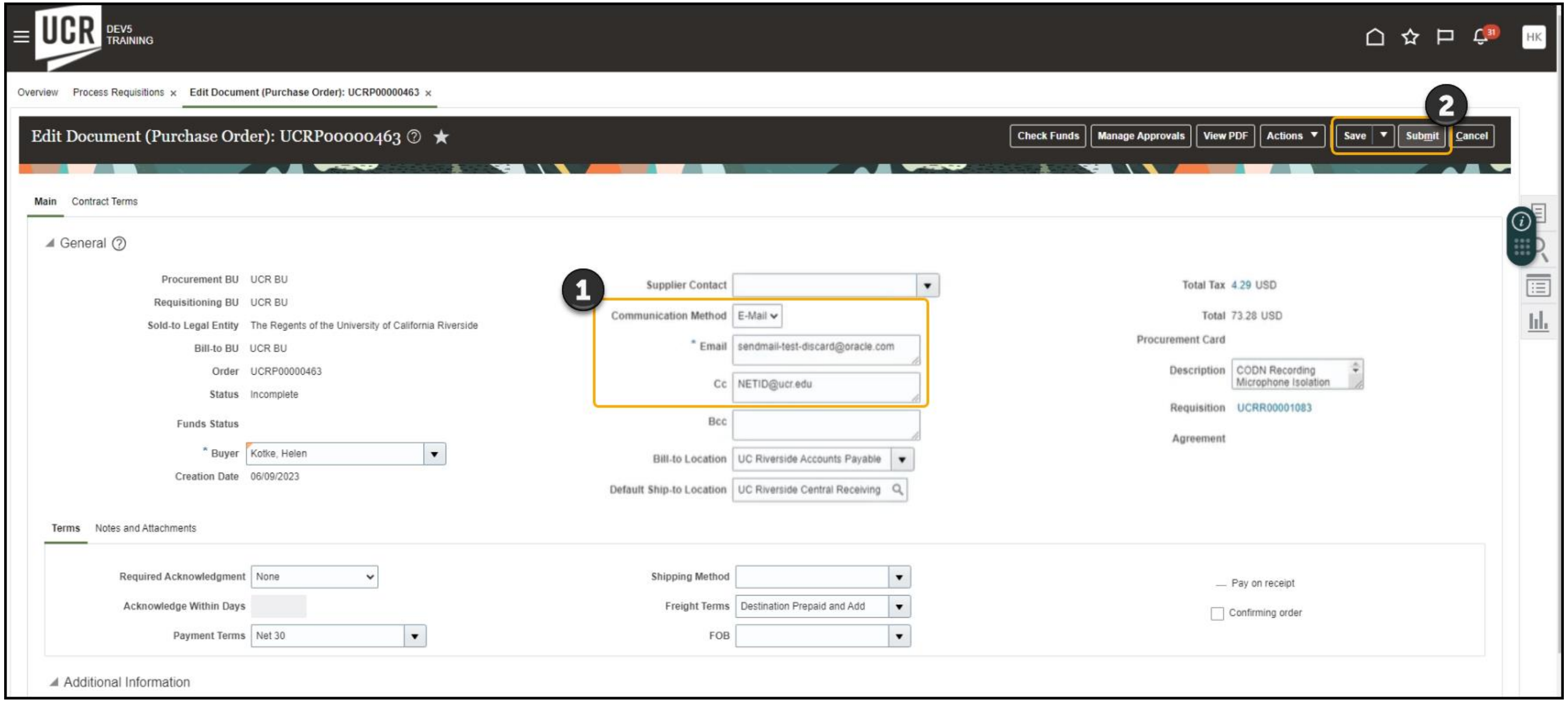
1. In the Additional Information section, select Schedules
2. Select the **Freight** line
3. Click the **Pencil** icon to edit
4. Update **Receipt Close Tolerance Percent** and the **Invoice Close Tolerance Percent** to 100
5. Once done, click **OK**

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

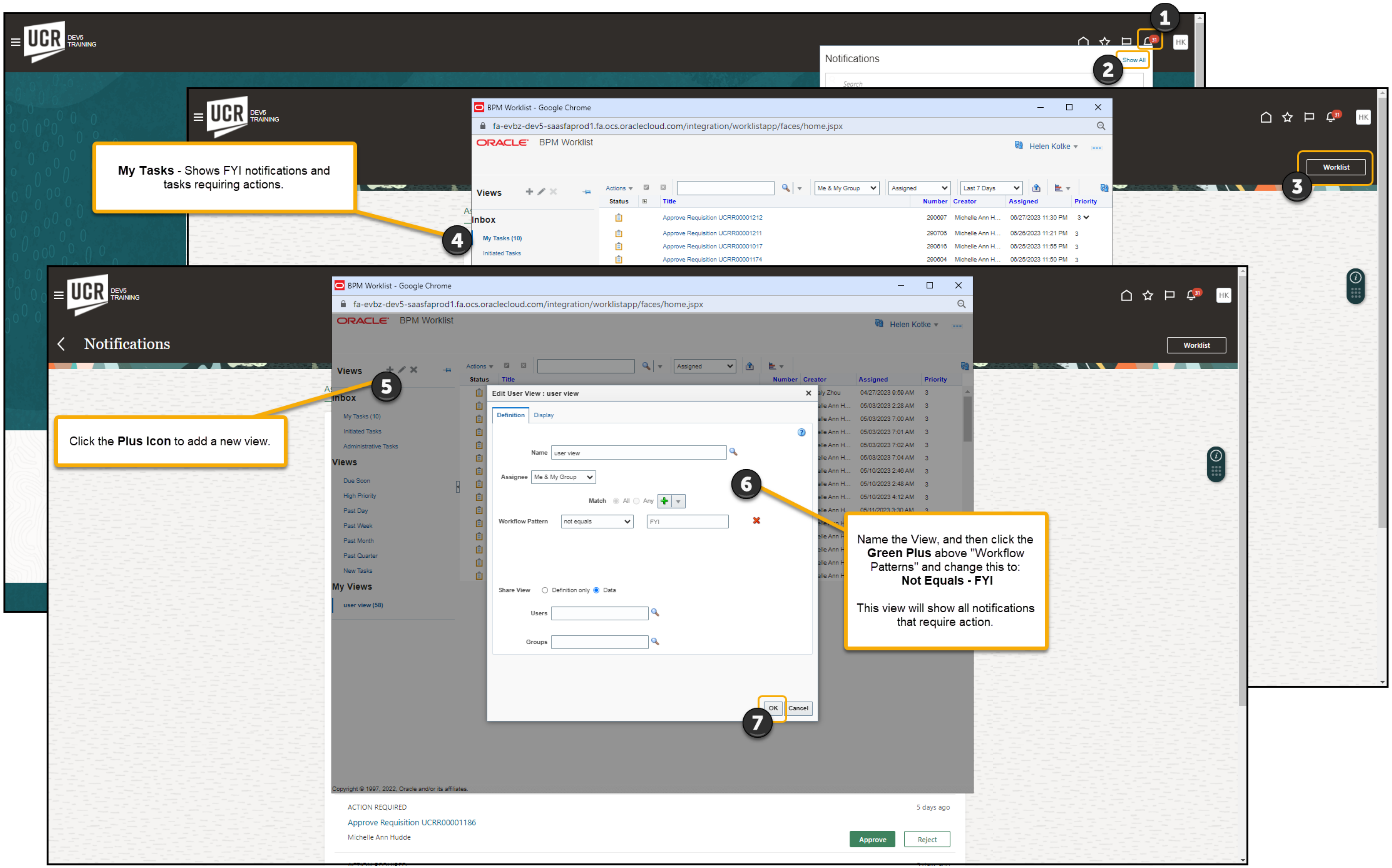
The worklist is a helpful way to manage notifications within Oracle.

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

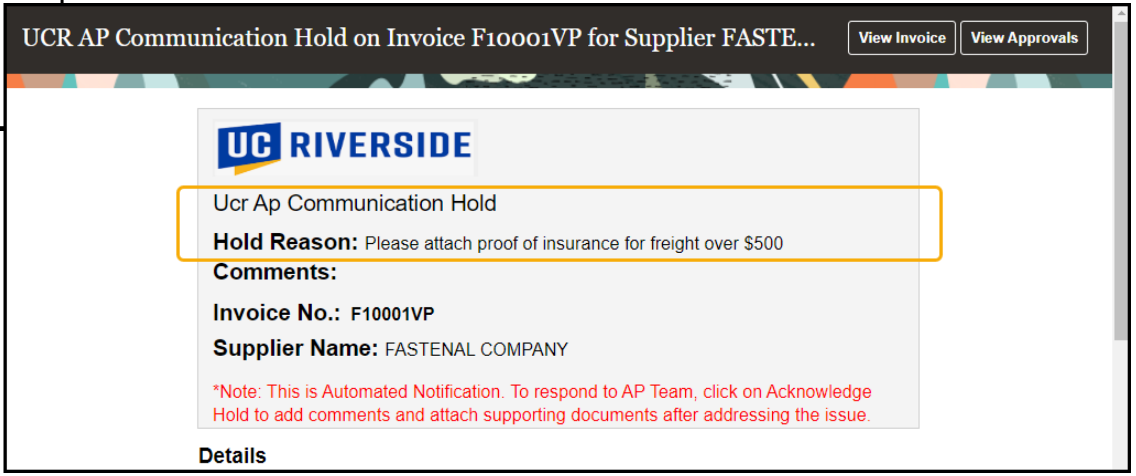
Invoice Holds in Oracle Financials

- **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

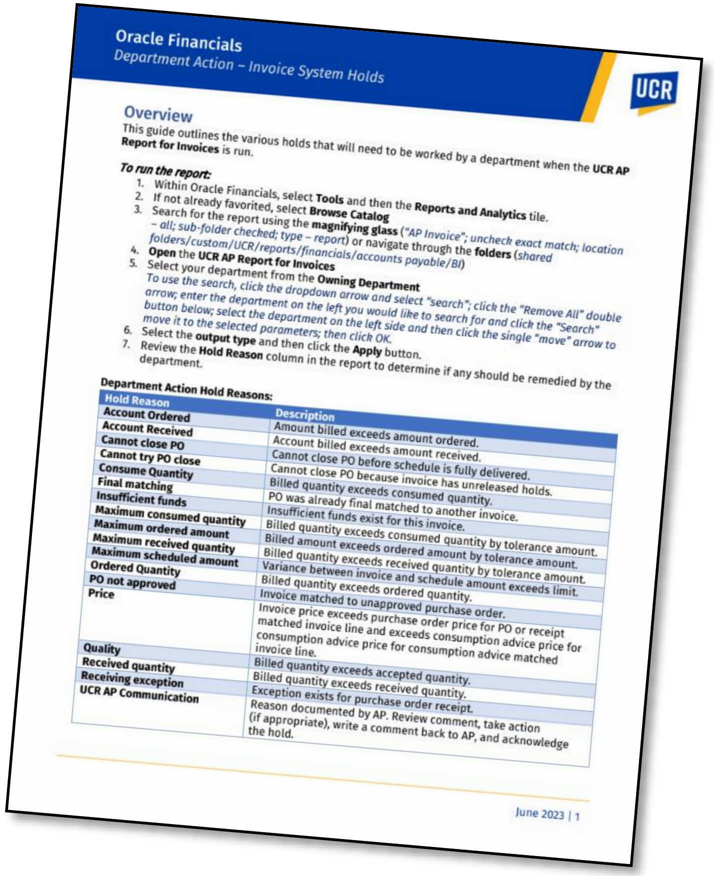
Department Action Hold Reasons

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

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

UCR

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]

UC RIVERSIDE

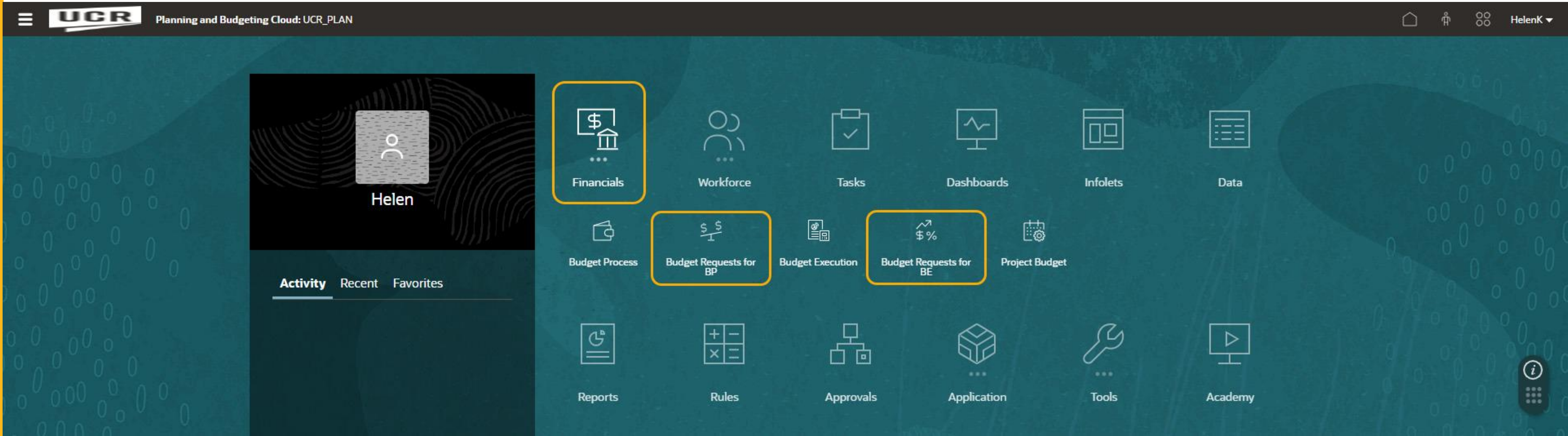
Oracle Budget - New Cards (Tiles)

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

UC RIVERSIDE

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]

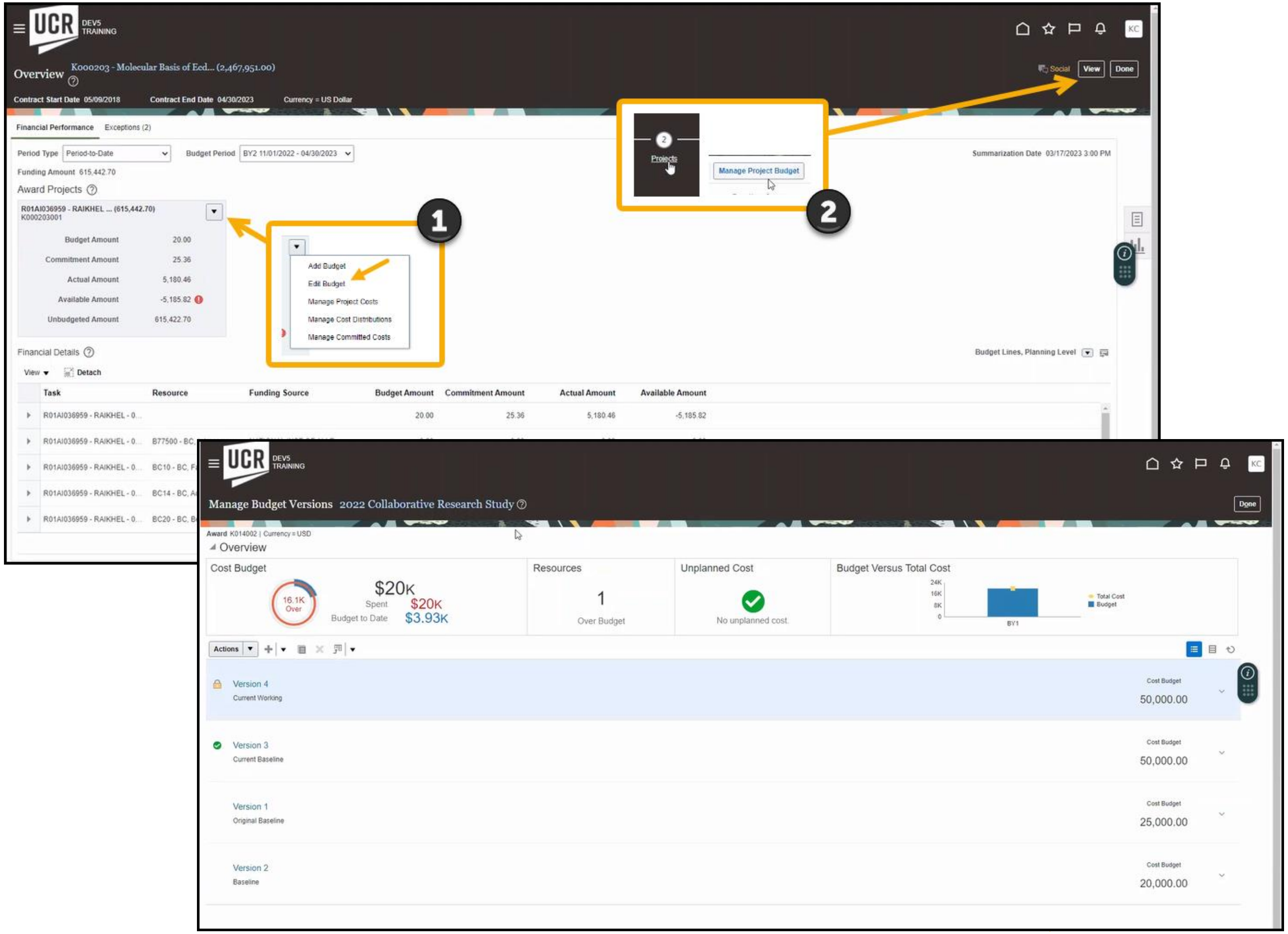
Oracle Financials: PPM – Create/Edit C&G Award Budget

Creating or Editing a Budget in PPM

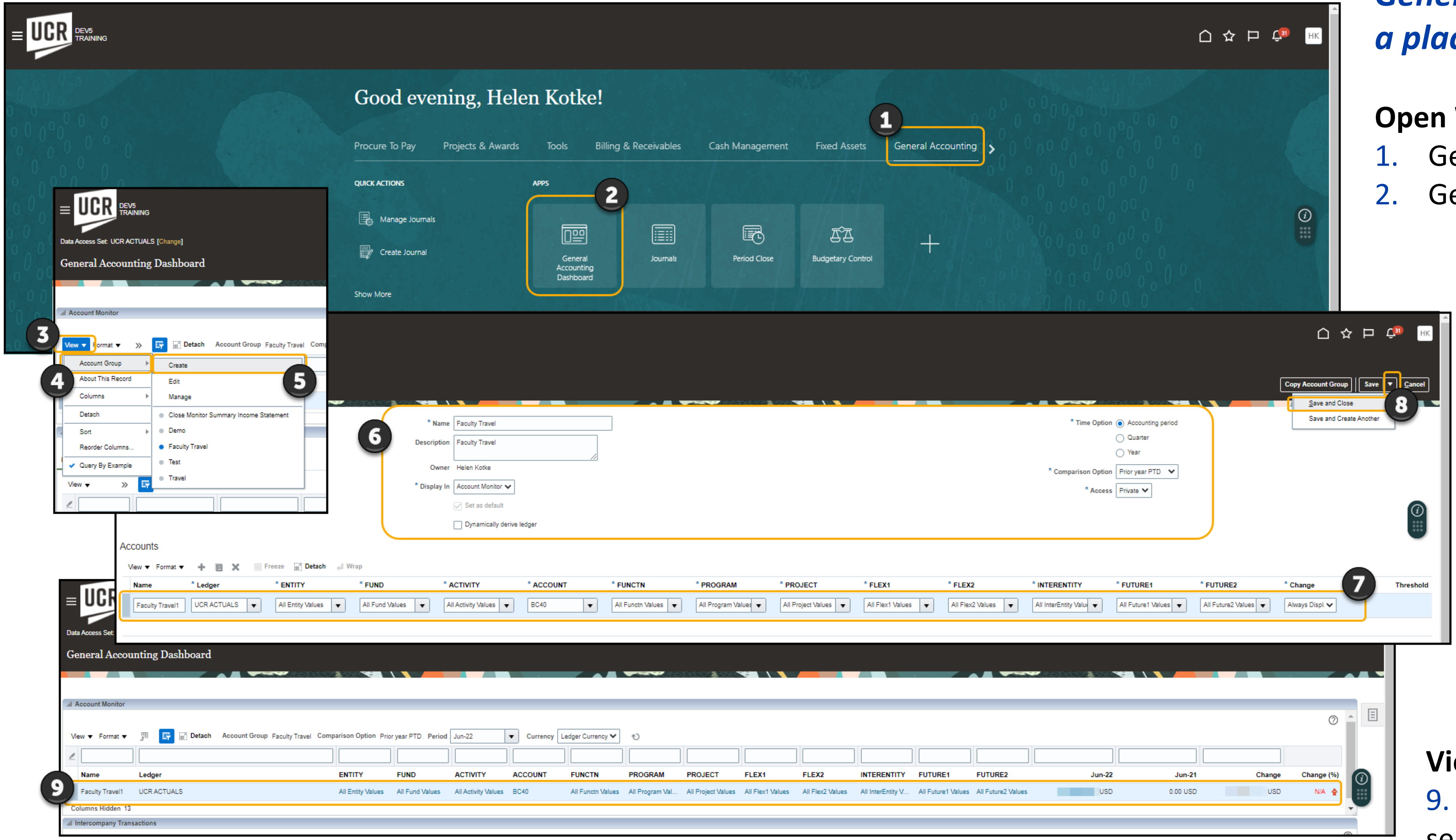
- **Awards**
- **Task Card >** Manage Awards
- **Search For/Select** desired C&G Award
- **Two paths:**
    1. **Dropdown > Edit Award**
    2. **View button > Projects > Manage Project**

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*

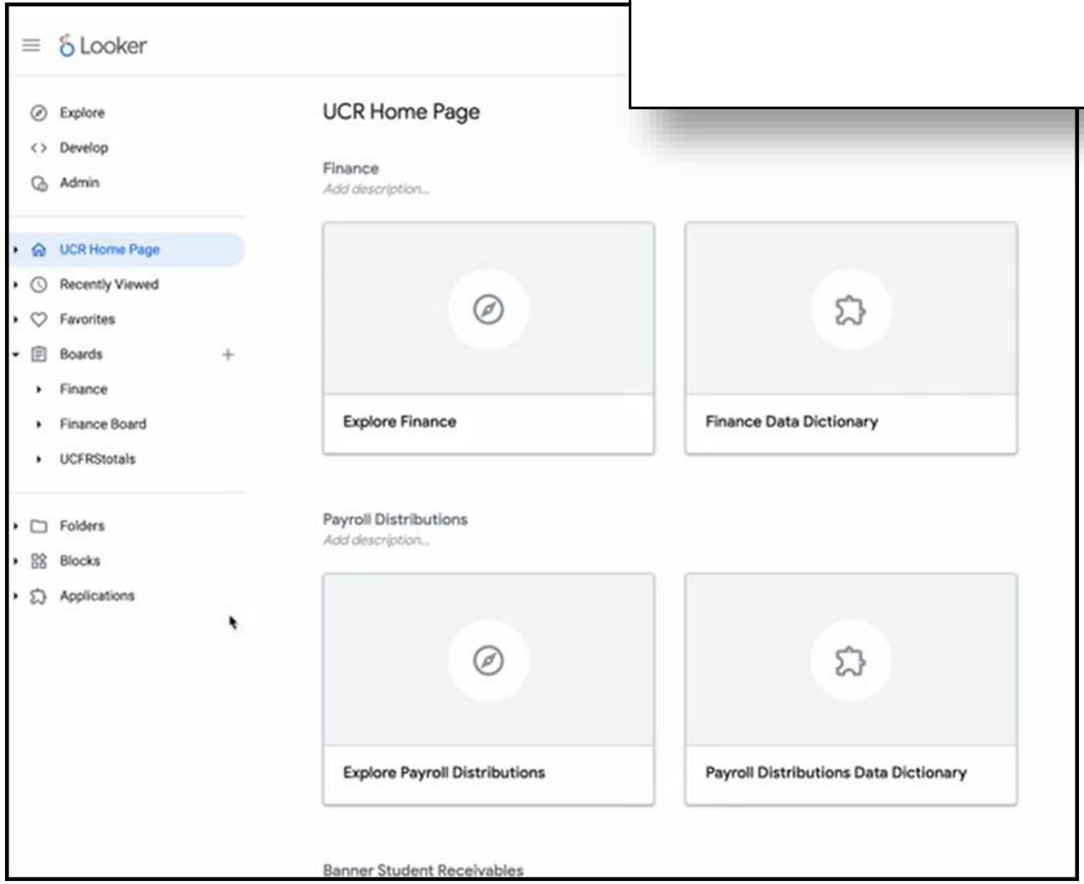
Current Training Available:

- 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.



Oracle COA Management

Deployment Update

Stephanie Flores

Oracle COA Management Update

- **The new Chart of Accounts (COA) management tool, Oracle COA Management has launched and is available as an App in R'Space!**
- To initiate a request, please consult your CFAO for guidance on the process for your Org and they can provide a step-by-step guide, if necessary.
- Prior to submitting a request, it is important to familiarize yourself with the guidelines for COA values and descriptions found in the Chart of Accounts Overview training.
- Turn on Oracle Guided Learning for guidance:
  How to Install Oracle Guided Learning Extension Manually
- Attend Office Hours starting at **3:00 pm today**!
  Link to Join – https://ucr.zoom.us/j/97174619680
- The new Oracle COA Golden Tree Viewer is in R’Space under Tools. Changes initiated and approved in the Oracle COA Management production environment will be visible in the new Golden Tree Viewer on 7/5.

Training & Tools

Access & Training

- UC Learning Center (LMS)
- UCR Enterprise Directory
- Enterprise Access Control System
- Enterprise Systems Access Instructions
- EACS Accountability Report

Tools

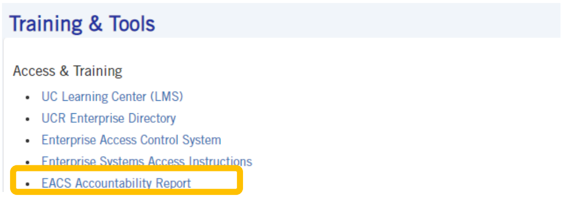
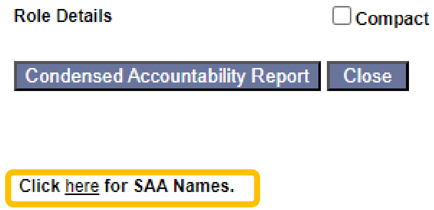
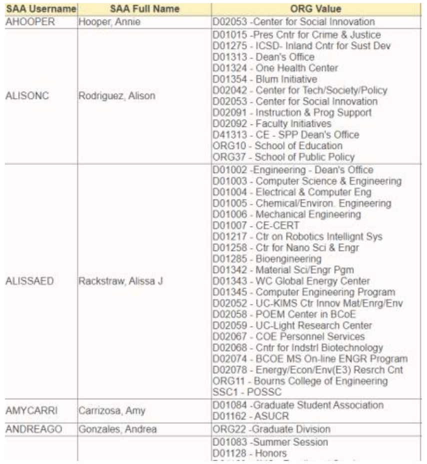
- ITS Website and Service Center
- UCPath Portal
- UC Retirement At Your Service
- Fidelity NetBenefits
- UCnet
- DocuSign
- UCPath Project Updates
- Manage MyAccount
- R'Projects: Project Intake
- Zimride
- UC Policies and Procedures
- UCR Policies and Procedures
- Delegations of Authority
- FMS (Facilities Management System)
- UCPath ServiceLink Forms
- TechAlerts
- One-Time Payment Tool
- Encumbrance Tools & Tips
- iTravel Web Support
- Reporting Systems @ UCR
- Oracle COA Golden Tree Viewer
- UCRFS Golden Tree Viewer
- UCRFS Legacy Reports Website
- Expiring Funds Notification System
- UCR HRMS Job Code Information
- Course Catalog Search
- Adoptions & Insights
- Web Recharge Rates
- Workfront
- Workplace Health and Wellness

Launch Updates

Bobbi McCracken

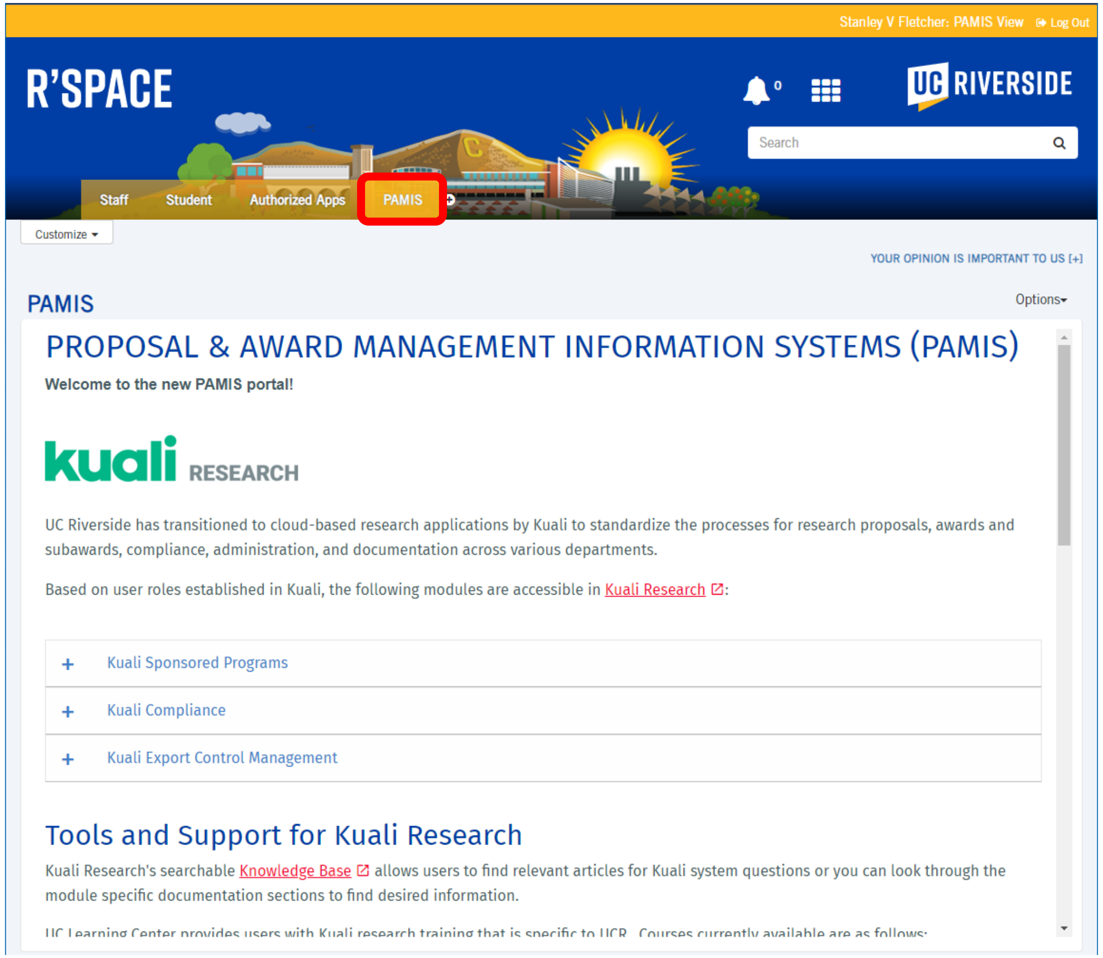
Things to Know…

Please collaborate with your **Department SAA** to ensure you have the necessary roles for go-live and as new systems become available. To find your Department SAA in R'Space:

Click on **EACS Accountability Report**	
Select **Click here for SAA Names**	
Search for your SAA by **Org Value**	

SAA Username	SAA Full Name	ORG Value
AHOOPER	Hooper, Annie	D02053 -Center for Social Innovation
ALISONC	Rodriguez, Alison	D01015 -Pres Cntr for Crime & Justice D01275 - ICSD- Inland Cntr for Sust Dev D01313 - Dean's Office D01324 - One Health Center D01354 - Blum Initiative D02042 - Center for Tech/Society/Policy D02053 - Center for Social Innovation D02091 - Instruction & Prog Support D02092 - Faculty Initiatives D41313 - CE - SPP Dean's Office ORG10 - School of Education ORG37 - School of Public Policy
ALISSAED	Rackstraw, Alissa J	D01002 -Engineering - Dean's Office D01003 - Computer Science & Engineering D01004 - Electrical & Computer Eng D01005 - Chemical/Environ. Engineering D01006 - Mechanical Engineering D01007 - CE-CERT D01217 - Ctr on Robotics Intellignt Sys D01258 - Ctr for Nano Sci & Engr D01285 - Bioengineering D01342 - Material Sci/Engr Pgm D01343 - WC Global Energy Center D01345 - Computer Engineering Program D02052 - UC-KIMS Ctr Innov Mat/Enrg/Env D02058 - POEM Center in BCoE D02059 - UC-Light Research Center D02067 - COE Personnel Services D02068 - Cntr for Indstrl Biotechnology D02074 - BCOE MS On-line ENGR Program D02078 - Energy/Econ/Env(E3) Resrch Cnt ORG11 - Bourns College of Engineering SSC1 - POSSC
AMYCARRI	Carrizosa, Amy	D01084 -Graduate Student Association D01162 - ASUCR
ANDREAGO	Gonzales, Andrea	ORG22 -Graduate Division
		D01083 -Summer Session D01128 - Honors

Links to new applications will be made available in R'Space under Tools, Authorized Apps, or the new PAMIS tab.



Things to Know…

An urgent action is required to facilitate the conversion of eBuy purchase orders. Please immediately assign the following EACS Oracle Financial role:

- **“UCR Purchasing Department Fiscal Approver JR” (Approver):** Assign this role to the financial manager(s) in your respective Accountability Structures before July 3rd**.** This action is crucial for the smooth execution of Purchase Order conversion activities that the Central Procurement team will undertake to modify purchase orders that were only partially converted (e.g., POs with negative lines). Without these role assignments, these **manual corrections will fail workflow processing.**

- **“UCR Purchasing Department Transactor JR":** This role will provide access to initiate change order requests to make any necessary adjustments/corrections and add COA values such as Flex1 & Flex2 to converted POs, as appropriate. We kindly request your immediate attention and cooperation in ensuring these roles are assigned to the appropriate individuals in EACS (Oracle Financials application) before the specified July 3rd deadline. This will ensure the PO conversion process will run smoothly.

- **“UCR Purchasing Receiving JR”:** This role is essential to ensure POs can be promptly received. Receiving is a critical action to enable payment to our suppliers. Remember Oracle only allows one Receiver per PO. If the designated Receiver on the PO needs to be updated, Department Transactors will have the ability to process a change order to initiate the update. The change order routes to the UCR Purchasing Department Fiscal Approver JR and all changes will be captured in the Document Change History.

- **“UCR Payable Department Fiscal Approver JR” (Approver).** Assign this role to the financial manager(s) in your respective Accountability Structure. This action will ensure that invoices over $10K can appropriately route for approval to ensure prompt payment to our suppliers.

Things to Know…

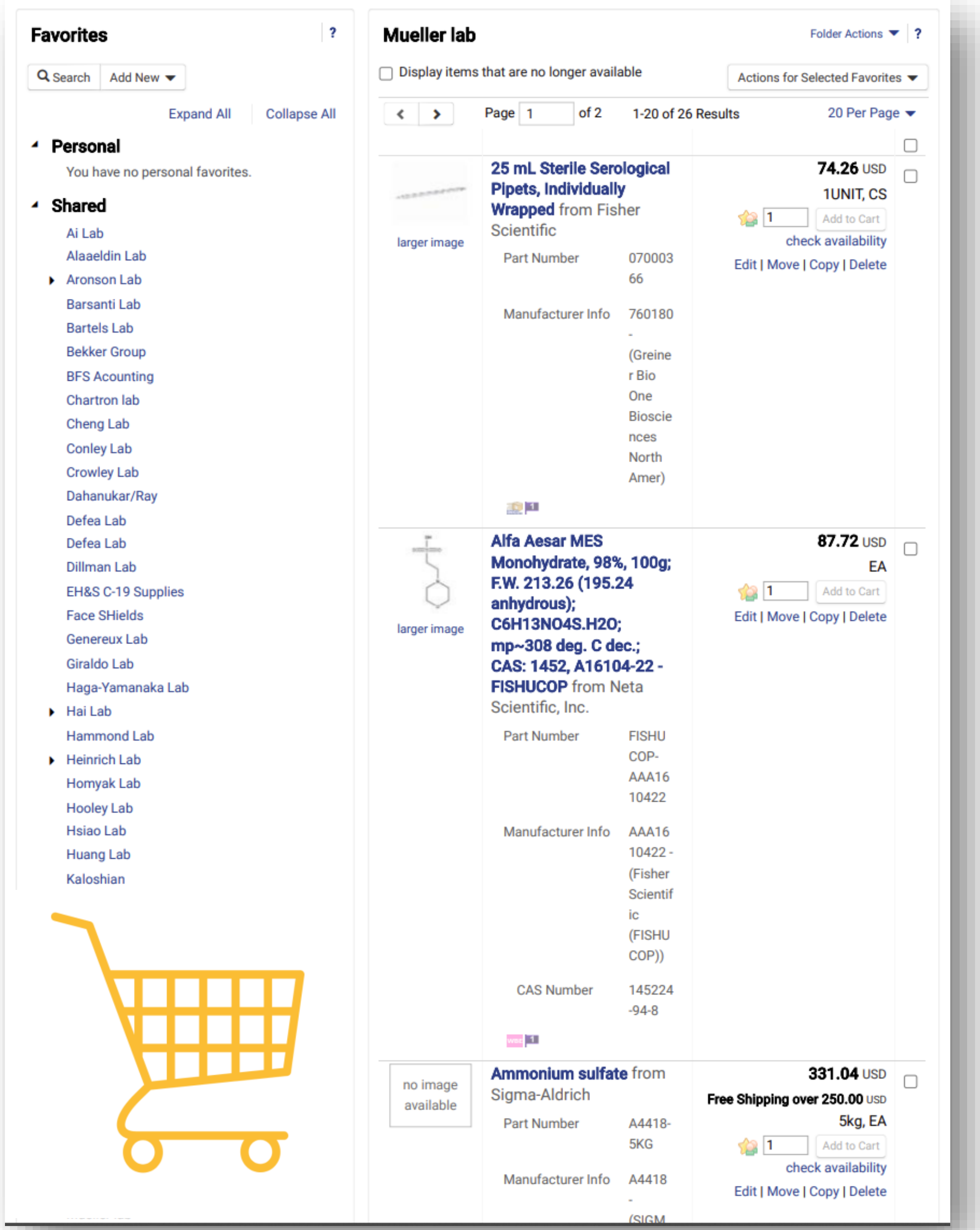
- The replacement for **Web Recharge** will deploy after go-live.
- **Looker,** the replacement for UCRFSTotals, will be accessible on or before August 1. We will provide training and communication as the rollout progresses. Stay tuned for updates on the availability and instructions for using Looker.
- The complexity of transactions in the **Work Order systems** has increased, which means that the flow of data may not be immediately visible. Please be aware of this potential delay in data visibility when working with Work Order transactions.
- While not having a **Flex1 budget** will not prevent you from utilizing the segment, it will impact your reporting until the budgets are set up by the department. Please note that until the budgets are established, there may be limitations in your reporting related to the Flex1 budget (Faculty portfolio non-C&G).

Procure to Pay Updates

Joe Andreu

Procure-to-Pay Updates

- New PCard distributions are ~90% complete
- Emails have been sent to cardholders whose PCards have arrived. If you did not receive this email but are expecting a card, please email david.ramos@ucr.edu to troubleshoot.
- If your department is located off campus, or you work 100% remotely, please contact David Ramos to coordinate delivery.
- Due to the complexities of the new procure-to-pay processes, departments are encouraged to use a PCard for all authorized purchases under $10K.
- Announcement Save Jaggaer Favorite Shopping Lists update – due to eBuy read-only status, Central Procurement made pdf copies of favorite lists that are available here: https://drive.google.com/drive/folders/1B1Y6WwDWdo8QMEQkiqEx_ujeT00erAHS?usp=sharing




Question
& Answer
Enter your questions
in the Q&A feature

UC RIVERSIDE
IMPACT23

Thank you!

Email: Impact23@ucr.edu
Website: Impact23.ucr.edu