Impact23 User Group Meeting

May 9, 2023

Agenda

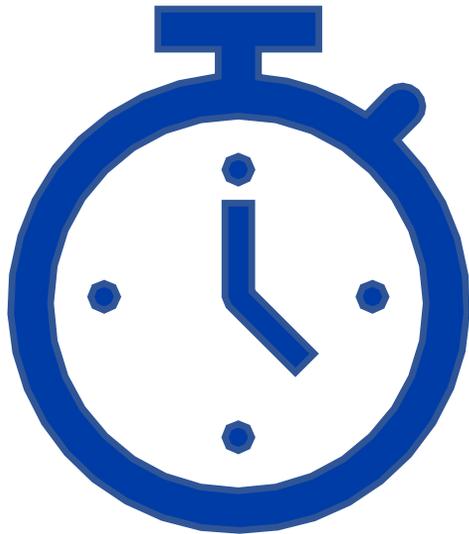| Topic	Presenter
Welcome and Housekeeping	Asirra Suguitan
ePay Backup Guidance	Aver Smith & Sandra Danford
PO Conversion Guidance & Check Outsourcing	Linda Casteel
Work Order System Key Dates	Josh Hoerger
Training	Helen Kotke
Q&A	Laura Virgil

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Modernizing UC Riverside's Financial Systems

We Are Here!

LAUNCH

	2022			2023							Jul	Aug	Sep	Oct	Nov	Dec	2024						
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Program Timeline	**Convert, Test, & Train**								**Cutover**		**Implementation Support & Stabilization**												
Campus Participation			+ Extended Testers						User Training														
System Configuration & Deployment	Oracle Budget & Oracle Financials																						
	Concur Travel & Expense Phase 2																						
	Kuali Sponsored Programs																						
Remediate or Replace Integrated Financial Apps	Work Order Systems --> ServiceNow																						
	Data Warehouse Phase 2																						
	Test 2			Test 3																			

[Implementation Timeline | Impact23 (ucr.edu)](ucr.edu)

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ePay PO Backup Guidance

Aver Smith
Accounts Payable Supervisor
Travel and Expense Lead

Sandra Danford
Accounts Payable Analyst
Travel and Expense SME

ePay PO Backup Guidance

ePay PO Back-Up is used to document and approve invoices originating from a Purchase Order for meals, light refreshments, and related services connected to business meetings, entertainment, and other occasions.

- Effective May 23, 2023, departments are no longer required to use ePay to report Business meetings or Entertainment processed on a Purchase Order.

- Departments are responsible for:

  - Ensuring their transactions are in compliance with policy BUS 79: Expenditures for Business Meetings, Entertainment, and Other Occasions

  - Ensuring they have obtained the required and appropriate levels of approvals

  - Retaining supporting documents for audit purposes

AP Travel Desk will make payment to the vendor's invoices following the standard SLA and normal invoice validation procedures

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Accounts Payable Reminders

Best Practices to Prepare for the Transition

To ensure timely payment by the campus blackout period

- Begin using PCards now to reduce outstanding invoices

- Advise your vendors to send their invoices to the AP email address: **apinvoice@ucr.edu** or submit them to **Transcepta**

- Purchase Orders should be received upon receipt of goods/services

- Resolve invoice pricing and/or receiving discrepancies ASAP

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PO Conversion Guidance

Linda Casteel
Impact23 Banking Lead

PO Conversion Base Criteria

Record Type: DAPO

- DAPO balance must be $200 and greater and have activity within the last 6 months (prior to the cutover date)

  - Any DAPO that meets the criteria above but has a negative distribution line will not convert (this is not always visible or easy for users to detect).

Record Type: Standard PO & Blanket PO

- PO balances must be $200 and greater and have activity within the last two years.

- If a PO meets the above criteria and has a negative distribution line, it will still convert to Oracle, but as a single line PO for the total unbilled amount.

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PO Conversion Basics

- The converted Purchase Orders (POs) in Oracle will not look the same as they did in eBuy.

- Only unbilled lines will convert.

- The PO encumbrance balance will only convert if the PO converts.

- All converted POs will retain the legacy eBuy PO number beginning with a "1" (new orders created in Oracle will begin with "UCR")

- The Oracle "Owning Department" field is derived from PO Accounting Structure

PO Conversion Basics

- All PO current state Financial Accounting Units (FAUs) will be converted to the new Chart of Accounts (COA). The new COA does not include current state cost centers and project codes.

- In some cases, multiple-line POs with different FAUs were consolidated into one line with a single COA.

  - Once converted into Oracle, a change request can be completed to update the COA, add approved Flex fields (to non-contract & grant funds), update Receiver, etc.

- If a PO was marked received/okay to pay in eBuy, it will be converted as a two-way match, which means no further receiving is required.

- If the PO was not received in eBuy, one of the current state PO Receivers will be randomly selected as the Receiver in Oracle.

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PO Conversion Basics

- If a PO did not convert, please pay outstanding invoices via PCard if possible. If PCard is not an option, you will need to create a new PO in Oracle for any outstanding invoices.

- Please do not take any action that will extend the life of a converted PO. We want converted legacy purchase orders to close timely, and new orders to be created in Oracle.

- To help determine which POs have converted to Oracle, it is recommended that you compare the current state eBuy Encumbrance Balance Report from June 30th with the Oracle Encumbrance Balance Report after go-live. (Search by COA)

- There is also an Oracle report, "UCR Purchase Order Report", that can be easily generated and offers a PO Owning Department search parameter and includes PO Receiver if applicable.

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Check Outsourcing

Linda Casteel
Impact23 Banking Lead

Wells Fargo Check Printing and Mailing

- UCR has partnered with Wells Fargo to make the most of Oracle functionality by sending payment files directly/securely from Oracle to Wells Fargo for check printing and mailing.

- What does this mean for your department?
  - No special handling of checks (i.e., checks will be mailed directly from Wells Fargo).
  - UCR will not have the ability to print checks on-site.
  - Attachments can no longer be sent with checks.
  - Departments are encouraged to plan accordingly, use the PCard where possible and mail informational materials directly.

Work Order System Key Dates

Josh Hoerger
Impact23 Program
Functional Project Manager

Key Work Order System Conversion Periods

System	FAU Cutoff Date	Blackout Dates
Receiving Services (ScotSupply)	6/30	7/1-7/4
Copier Billing Service	6/30	7/1-7/4
Facilities WOS (FAMIS360)	6/24	6/25-6/30
Web Recharge	6/30	7/1-7/4
Digital Print Services (Printing & Repro)	6/30	7/1-7/4
Fleet Services (AgileFleet Commander)	TBD	TBD
Mail Services	TBD	TBD
MediaWorks	TBD	TBD

EACS/Concur Roles Phase II

Josh Hoerger
Impact23 Program
Functional Project Manager

Changes to Concur Roles

With the expansion of Concur to non-travel reimbursements and procurement card distributions, changes to Concur roles were necessary to address concerns raised by users and reduce complexity.

The new roles will apply to travel requests, travel reimbursements, non-travel reimbursements, and procurement card distributions.

The changes should:
- Simplify the experience for employees requesting reimbursement
- Ensure explicit routing when Previewers are defined
- Reduce approval delays when a designated individual is out of the office

To accomplish these improvements, SAAs will be required to perform updates in EACS. Additional guidance will be provided.

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New Concur Roles

- **Concur Users** can process Concur Request and Expense Reports for travel and non-travel reimbursements.

- **Concur Delegates** are optional for travel booking and transacting non-travel reimbursements (acting on another user's behalf). Additionally, Concur Delegates are assigned to a Concur User, not an accountability structure, which may impact those who prepare for multiple accountability structures. Concur Delegate assignments are limited to 250 per user.

- **Financial Previewer** role(s) are optional. If defined, requests will be explicitly routed to this role before proceeding to the Financial Approver

  - **Primary Financial Previewer**
    Concur routing allows for the assignment of only one Financial Previewer per Accountability Structure, who will be listed as the previewer for Concur routing.

  - **Secondary Financial Previewer**
    Serves as the Financial Previewer's delegate, in case the Financial Previewer has other previewer or approval roles, the secondary previewer will have delegate access, even outside of named accountability structure.

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New Concur Roles

- **Financial Approver** is a required routed role by Accountability Structure

  - **Primary Financial Approver**
    Concur routing allows for the assignment of Financial Approvers per Accountability Structure, who will be listed as the Financial Approvers for Concur routing.

  - **Secondary Financial Approvers**

    Serves as the Financial Approver's delegate(s), in case the Financial Approver has other preapproval or approval roles, the secondary approver will have delegate access, even outside of named accountability structure

  - This approach eliminates the need for employees requesting reimbursement to designated a financial approver and addresses delays when the approver is out of the office if the secondary role is utilized

- **Department Head** is required to be designated in EACS

  - Restricted to one per accountability structure.

  - Approves T&E Card and PCard issuance requests

  - Approves Relocation Expense Reports.

  - Financial Approvers, Department Heads, and Executive Approvers must be distinct users.

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New Concur Roles

- **Exceptional Approver/Delegate**—Required at the ORG level
  - **Delegated Exceptional Approver** users would require an understanding of how to handle an offline approval of a true exception, knowing they serve as a proxy.
  - Restricted to one per Org

- **PCardholder** (Company Billed Statements (CBS) User)
  - Users with the PCardholder role will have access to distribute PCard expenses in Concur.
  - Same approval flow with optional **Financial Previewer** and required **Financial Approver** will be used to approve distribution of PCard expenses.

- **Department Card Administrator (DCA)**
  - Delegate of the PCardholder and can distribute PCard expenses in Concur on behalf of the PCardholder.

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Training Program

Helen Kotke
Financial System Trainer

General Learning Path for all Personas

Web Based Trainings

Virtual Instructor-led Training Workshops

Oracle Guided Learning

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IMPACT23 – Training Program

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

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
- Oracle: Budget Development

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

Financial Managers & CFAO

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

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

Faculty, Researcher & PD/PI

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

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
- Department Requester Training

Legacy Library

- Introduction to the Full Accounting Unit (FAU) Online
- Purchasing: SAA for eBuy
- SAA/EACS Training
- PIWRS: Annual Certification Online Tutorial
- PIWRS: Monthly Expenditure and Payroll Review Tutorial
- PIWRS: Principal Investigator Web Reporting System Tutorial

UC Learning Center

Registration for Web Based Trainings and Workshops

Workshop Schedule

Go-live through Stabilization (then we can reassess)

Name	1st (May)	2nd (May)	1st (June)	2nd (June)	1st (July)	2nd (July)	August	September	October
Oracle: Reporting Tools & Dashboard Workshop	5/15 8:30-10:30am	5/24 9-11am	6/6 8-10am	6/22 10am-12pm	7/12 12-1pm	7/26 9-11am	8/2 9-11am	9/8 9-11am	10/2 12-2pm
Oracle: Buying and Paying Workshop	5/16 1-3pm	5/23 1-3pm	6/13 1-3pm	6/29 10am-12pm	7/18 1-3pm	7/31 10-12pm	8/10 2-4pm	9/12 1:30-3:30	10/10 1:30-3:30pm
Oracle: Budget Workshop	5/24 3-5pm	5/30 11:30am-1:30pm	6/7 9-11am	6/21 8am-10am	7/11 9-11am	7/26 1-3pm	8/21 2-3pm	9/18 1:30-3:30pm	10/16 1:30-3:30pm
Oracle: Project Portfolio Management for Contracts and Grants Workshop	5/26 10am -12pm	5/30 1-3 pm	6/9 from 8:30-10:30	6/30 9-11am	7/14 9-11am	7/28 9-11am	8/25 12-2pm	9/28 1-3pm	10/25 1-3pm
Oracle: Financial Management Workshop	5/25 11am-1pm		6/7 11am-1pm		7/11 11am-1pm		8/21 10am-12pm	9/19 10am-12pm	10/24 9-11am
Oracle: Financial Management Reporting Workshop	5/24 1-3pm		6/22 1-3pm		7/27 10am-12pm		8/29 10am-12pm	9/28 10am-12:00pm	10/30 9:30-11:30am

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Important Details

- All training links for the learning paths were in the Training newsletter. Details are also available on the website at: https://impact23.ucr.edu/training-0#workshop_schedule_participation

- All workshops are virtual instructor-led sessions; trainers for the workshop are in the process of being trained.

- To register for a workshop, participants must have completed the associated web-based training (ex: Buying & Paying WBT must be completed to register for Buying and Paying workshop).

- Faculty, Researcher & PD/PI workshops will be scheduled/held in September, October, and November.

- Workshop Structure:
  - Two teams of trainers, each team is made up of a central office and a department trainer
  - For each workshop, one team will lead the session and the other will be available for support
  - UCR Leads are scheduled to attend the workshops to support as needed
  - Workshops will be capped at 100 participants

- Oracle Guided Learning
  - Will be released with Go-Live over the production environment

- Additional training that will be created in the coming months:
  - PCard Training
  - Oracle: Budget Development
  - Advanced Financial Reporting

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SAA Training

Oracle training sessions are commencing soon. In order for your unit's users to access the Oracle training environments, Department SAAs are asked to provision the appropriate Oracle Training roles in EACS. Instructor-led training workshops will depend on the attendees having the appropriate level of access.

Please ensure at least one SAA for an Accountability Structure(s) attends the SAA training sessions listed below. Instructor-led Oracle training classes begin on 5/15, so roles will need to be immediately established.

- Date: 5/10/2023, Time: 2:30 - 4:00 PM
- Date: 5/16/2023, Time: 11:15 - 12:45 PM

Additional SAA sessions are scheduled through October. To register for a session or to review additional dates please see the UC Learning Center using the following link:

https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D630257%26UserMode%3D0

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Question & Answer