



# Faculty & Staff Town Hall

July 27, 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 Channels & Metrics	Josh Hoerger
Deployment Updates	Stephanie Flores & Bobbi McCracken
Training Updates	Helen Kotke
Question & Answer	Josh Hoerger

# Stabilization Metrics

---

Stabilization Channels

**Josh Hoerger**

*BFS Financial System Project Manager*



The screenshot shows the Oracle Support website navigation menu at the top, with a yellow arrow pointing to the 'SUPPORT' dropdown. Below the menu are five service tiles:

- Self-Help:** Grow your knowledge and enhance your expertise through convenient on-demand resources, including the Impact23 website, comprehensive training, and guided learning support. Includes a 'TRAINING RESOURCES' button and an image of a lightbulb with icons.
- Community of Practice:** Join the Impact23 Community of Practice! By utilizing your organization's dedicated channel and connecting in the finance community channels, department colleagues are ready to assist you, share valuable knowledge, and help guide you during stabilization. Includes a 'JOIN CHANNELS NOW' button and a Slack logo.
- 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. Includes an 'IMPACT23 CALENDAR' button and a calendar screenshot.
- Request Help Ticket:** Find answers, request services, or get help from our team by submitting a request help ticket in the Finance and Administration Support portal. Includes a 'SUBMIT A TICKET' button and an image of a mountain range.
- Concierge Helpline:** Finance and Administration concierge agents are knowledgeable representatives who answer your call to address your inquiries, troubleshoot issues, and collaborate with you to find solutions. Includes a 'TALK TO AGENT' button and an image of a smiling agent on a headset.

**Tier 1:** Self-service options include [training](#), Oracle Guided Learning (OGL), and information on the website. [OGL guides](#) can be printed or emailed for step-by-step instructions.

**Tier 2:** Ask your peers for help using [SLACK](#) channels. There are two types of channels: Org-channels and Community of Practice channels. Department SMAs and Extended Testers are supporting inquiries and helping identify issues during stabilization. If your question or problem persists, attend [Office Hours](#) and/or submit a ticket!

**Tier 3:** Reach out to the Concierge team for further assistance. You can submit a ticket in the [Finance & Administration Support portal](#) and click "Request Help," or call the Concierge helpline at **951-827-9990**. Agents are available M-F from 9 am to 4 pm (closed for lunch from 12 - 1 pm).

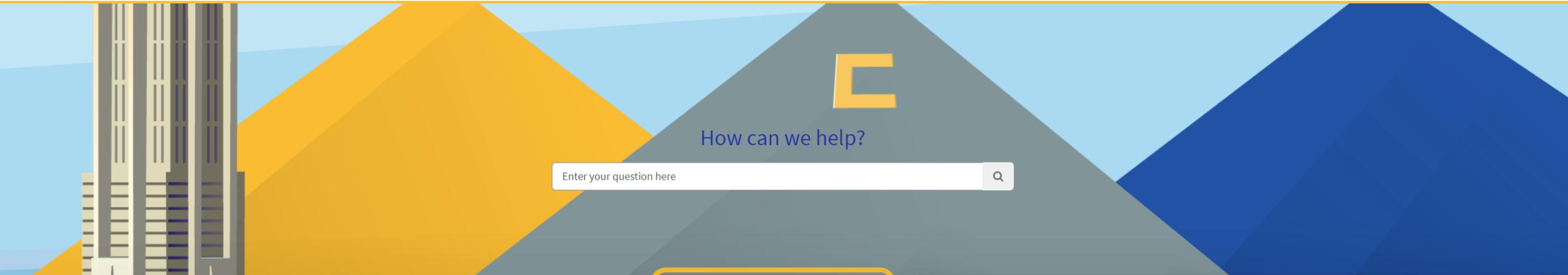
*To ensure efficient handling of your inquiries, we request that you submit them through either the portal or the concierge helpline, to minimize multiple records and speed up our response times. We appreciate your support!*

# Office Hours Support

Office hours are informal sessions where personnel from central offices and department volunteers assist users who have access to our new finance and research systems. ***Past Office Hour recordings are being added to the webpage!***

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

# Finance and Administration Support - ServiceNow



 Knowledge Base  
Browse and search for articles, rate or submit feedback

 Request Help  
Contact support to make a request, or report a problem

- [https://ucrsupport.servicenow.com/finadmin\\_portal](https://ucrsupport.servicenow.com/finadmin_portal)
- 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.

### Universal Request

Complete this form to submit an Universal Request

\* Requestor (if requesting on behalf of another person, please enter name of individual here)

Email  Business phone

\* Service / Business Area

\* Short Description

Additional Services  
 Financial Reporting  
 General Accounting  
 General Inquiry / Other  
 Grants & Contracts  
 Payroll Coordination & Analysis  
 Procurement & Accounts Payable

Required information [Short Description](#)

 Add attachments

# Stabilization Summary as of 7/25/2023

Business Days Live

15

Total Active Users

791

Closed Tickets

309

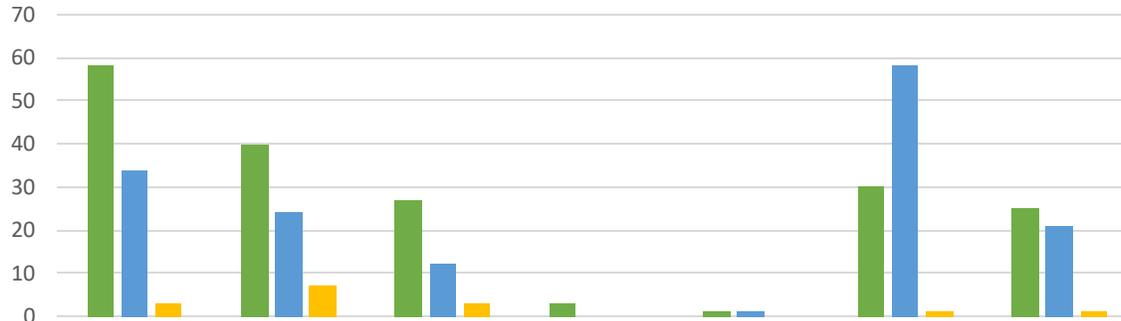
Open Tickets

263

Total to Date

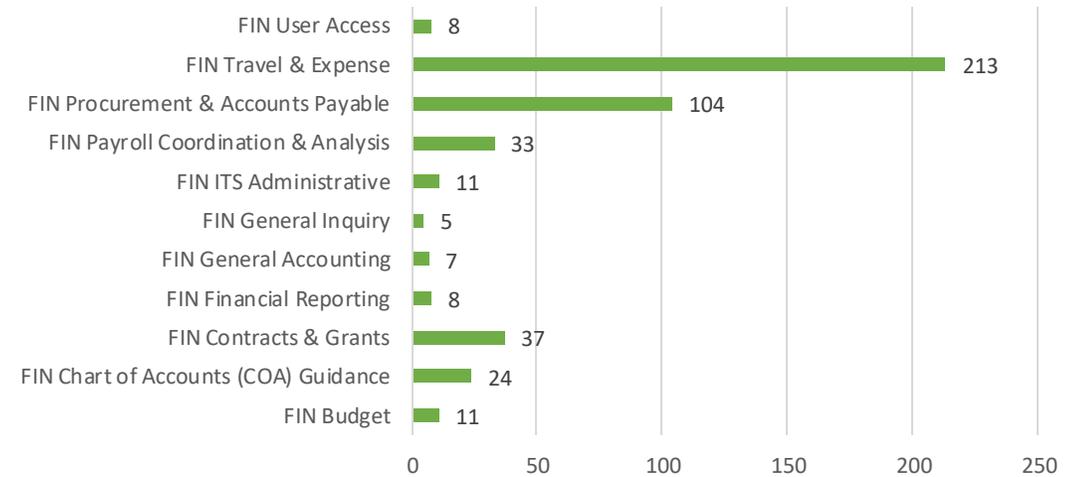
572

## 7 Day UR Count



	7/19/2023	7/20/2023	7/21/2023	7/22/2023	7/23/2023	7/24/2023	7/25/2023
Open	58	40	27	3	1	30	25
Closed	34	24	12	0	1	58	21
Awaiting Response	3	7	3	0	0	1	1

## Open UR's by Assignment Group



# Finance and Administration - Concierge Helpline

Concierge agents are knowledgeable representatives who can address your inquiries, troubleshoot issues, and collaborate with you to find solutions.

## Hours of Operation

**Monday – Friday: 9:00 am – 4:00 pm**

*Closed for lunch from 12:00 p.m. - 1:00 p.m.*

### SERVICE AREAS COVERED\*

Call the Concierge Helpline at (951) 827-9990 with questions related to:

*Press 1 for Budget*

*Press 2 for Financial Reporting*

*Press 3 for Contracts and Grants*

*Press 4 for Procurement and Accounts Payable*

*Press 5 for Travel and Expense*

*Press 6 for all Other Inquiries*



# Stabilization Summary as of 7/25/2023

- 72% of calls were answered by a Concierge Agent
- Procurement and Budget queues have the highest volume of callers
- The average duration of a call is 3 minutes

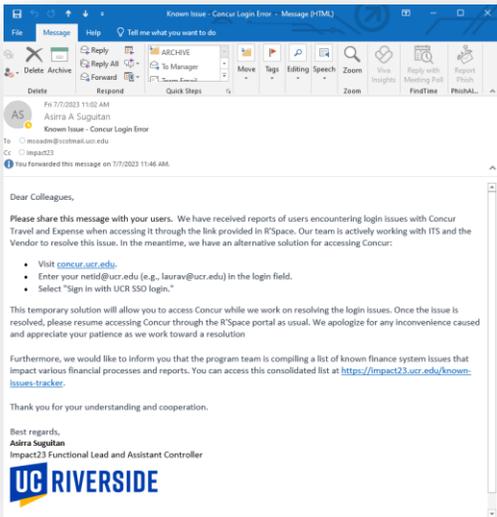


Concierge Calls  
**186**

Call Group	Total Calls
All other Inquiries	35
Budget	43
Financial Reporting	12
Grants & Contracts	15
Procurement & Accounts Payable	54
Travel & Expense	27
<b>Grand Total</b>	<b>186</b>

# Communication of Key Issues & Resolutions

## 1 Targeted Emails



## 2 Known Issues & CoP

**Known Finance System Issues**  
Track issues impacting financial processes and reports.

Work Area	Issue Summary	Description and Workaround	Status	Created Date
Concur Travel and Expense	Users have reported experiencing login issues with Concur when using the link provided in RSpace.	Go to <a href="https://concur.ucr.edu">concur.ucr.edu</a> , enter your netid@ucr.edu (e.g., justin@ucr.edu), and then choose Sign in with UCR SSO. This temporary solution will allow you to access Concur while we work on resolving the login issues. Once the issue is resolved, please resume accessing Concur through the RSpace portal as usual.	Resolved	7/16/2023
Concur Travel and Expense	Financial Approver Workflow Errors	Numerous issues have been reported, and each ticket is being assessed individually for appropriate prioritization and handling.	Under Review	7/16/2023
Concur Travel and Expense	Expense Reports stuck in workflow	We encountered a one-time cutover issue where Concur users submitted an Expense Report into the workflow before certain data, such as the Financial Approver, was fully updated. Consequently, the Expense Report is stuck and unable to proceed to final approval. These reports will be returned to the respective users for subsequent resubmission. The resubmitted Expense Report will now have the appropriate approvers assigned in the workflow. We apologize for any inconvenience caused.	Resolved	7/10/2023
ePay	The withdrawal feature in ePay is currently unavailable.	The issue has been reported, and a solution is in the works.	Resolved	7/17/2023

## 3 Stabilization Digest

**IMPACT23 STABILIZATION DIGEST**

1st Edition

**Update on Impact23 Financial System Replacement Program Go-Live**  
 On July 5th, the core Impact23 systems were deployed. The overall system implementation has been successful. Several hundred individuals have completed the online and live training sessions, are able to access the new systems, and have successfully processed transactions. The campus community has diligently reported issues and the team is actively working to respond to inquiries and coordinate the resolution of issues. It is important to keep the campus advised of known issues, temporary workarounds and the status of resolution. The program team is working diligently to prioritize and promptly address these situations and will provide regular updates through this digest and the Impact23 website. Your collaboration, patience and support are sincerely appreciated.

**Updates & Resolutions**

[Known Issues Tracker](#)

## 4 User Group: 8/3 @2pm

	Tue	Aug 1	Wed	2	Thu	3
Office Hours: Financial		9am Oracle: Reporting Tools		Impact23 User Group		
		9am Office Hours: Kuali SPO		3pm Office Hours: Budget & 3pm Office Hours: Boundary		
Office Hours: Financial	8	9am Office Hours: Kuali SPO	9	2pm Oracle Buying and Pay	10	3pm Office Hours: Budget & 3pm Office Hours: Boundary
Office Hours: Financial	15	9am Office Hours: Kuali SPO	16	3pm Office Hours: Budget & 3pm Office Hours: Boundary	17	
Office Hours: Financial	22	9am Office Hours: Kuali SPO	23	3pm Office Hours: Budget & 3pm Office Hours: Boundary	24	Impact23 Town Hall
	29		30		31	

# Deployment Updates

Stephanie Flores

Bobbi McCracken

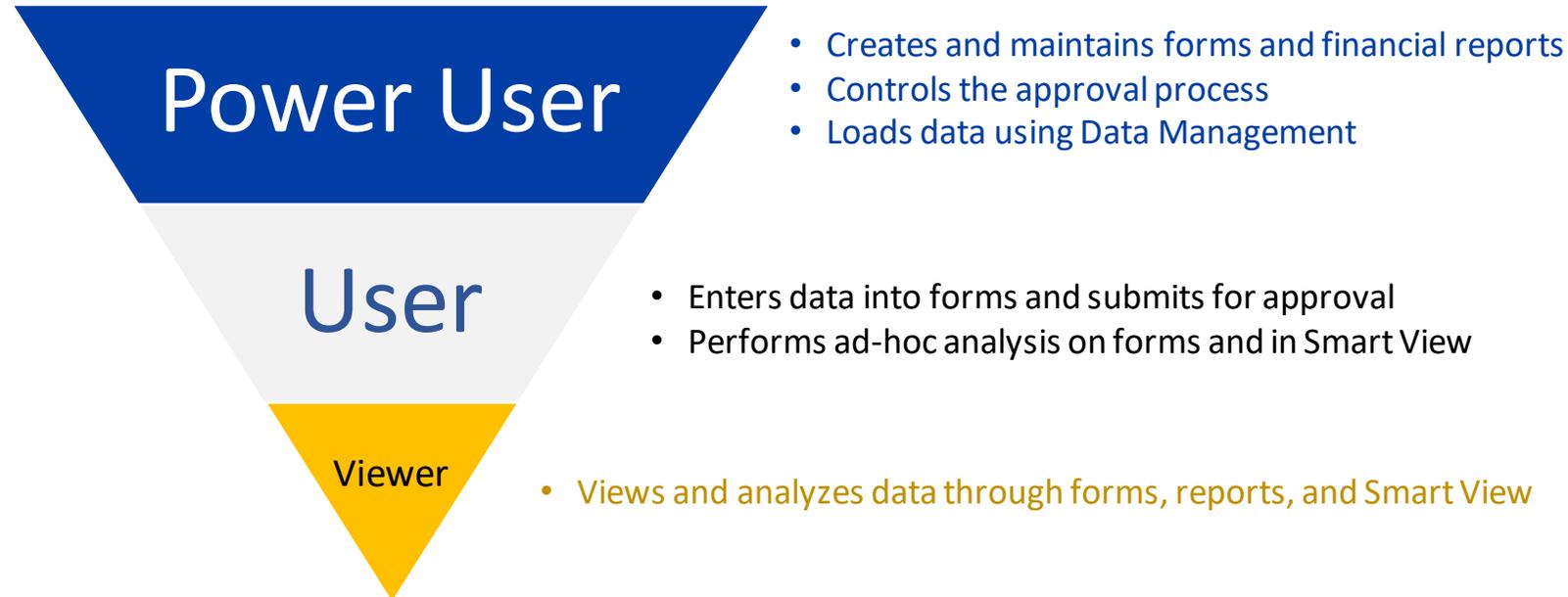


# Oracle Budget

- ❑ Final 6/30 Perm Budgets were loaded this week. The 5/31 cash balances for non-Perm Funds were loaded for Go-Live so that all funds would be available in Oracle Budget. The budget instructions were to have your Perm Budgets where you needed to spend in FY24. If that did not occur, then you need to do a temporary budget adj in Oracle Budget between your activity where the Perm Budget is and the activity where you are trying to spend while you wait for the 6/30 balances to be loaded in mid-August.
  - This is one of the main reasons for the errors that transactors are receiving.
  - Recommendation – Run the Activity Summary in Oracle Budget to view the budget
- ❑ We are aware that problems with Inter Org transfers and are currently testing a fix in the test environment. Additionally, we have a ticket in with Oracle regarding the cross-validation rules of COA combinations which is creating challenges with budget transfers via Inter/Intra Org transfers for financial aid transfers. FP&A is working directly with Grad Division and UG Financial Aid on work-around until resolved.
- ❑ The Budget Workgroup is currently reassessing reports in Oracle Budget with the aim of enhancing user-friendliness and improving the overall layout.

# Oracle Budget in EACS - Department SAAs

**Critical Concept:** In Oracle Budget, each higher-level role in the hierarchy has the access/capabilities of the roles below it.



- Do not provision Power Users as a User or Viewer
- Do not provision a User as a Viewer
- Users will need to be provisioned for each department they need to manage
- A Viewer should only be provisioned once

Name	ORG-Power Users
Gupta, Shelley	21
Kreuter, Shellee	40
Lai, Kennett	13
Latham, Eric	15,35
Levario, Luisa	25,38
Manor, Laura	24,41
McDade, Kim	26
McFadden, Susan	28,30
Meumann, Katie	11
Miller, Sarah	18
Phung, Yung	14
Rackstraw, Alissa	11
Roddy, Susana	32,33,36
Rodriguez, Alison	10,37
Rodriguez, Jackie	20,31,42
Ruiz, Veronica	19,20,28,30,31,39,42
Smith, Dylan	40
Tapia, Yadira	28,30,39
Tavizon, Sally	10,37
Williams, Cindy	12
Aldana, Maria	40
Alvarez, Luis	25
Bates, Jacqueline	16
Calloway, Katrice	12
Cason, Sean	32,33,36
Cortez, Cherysa	18
Dacanay, Chris	19
Farias, Jennifer	14
Gerry, Cheryl	22
Gonzales, Andrea	22

# Chart of Accounts

## ❑ ORACLE COA MANAGEMENT

1. All the Flex 2 codes that were mistakenly marked as G instead of F have been corrected. As a result, users are advised to review and update their Purchase Orders (POs) and any other instances where the incorrect G codes were used.
2. Please remember to factor in time for the approval process when requesting changes to the COA hierarchies. Once the requests get to FP&A, we are committed to processing within 3 business days. Updates from OCM are pushed nightly to Oracle GL which in turn updates the COA Golden Tree Viewer.

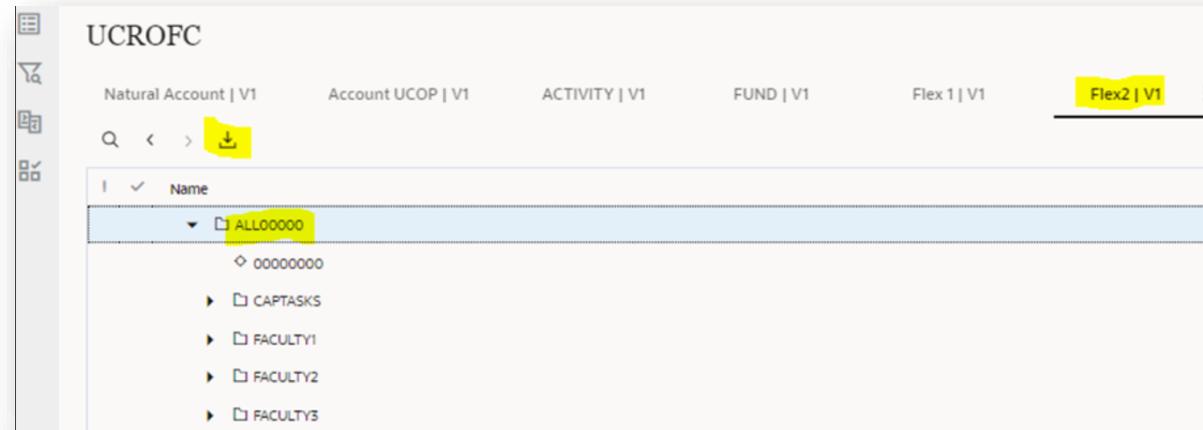
## ❑ ORACLE COA GOLDEN TREE VIEWER

Golden Tree Viewer updates that are currently in the works:

- Adding "search by description" capabilities
- Showing the budget only segments (BC75 – BC77)
- Scheduled updates of Flex2 with UCPATH data. The first UCPATH file has been received and so Flex 2 will be updated for new Faculty appearing in UCPATH by Friday (7/28).

# How can I see approved segments?

**Quick Reference Guide:**  
<https://drive.google.com/file/d/1ToRMVo0E2vldOjsZlvD7Yd7XxrBIMW7w/view?usp=sharing>



1. While in Oracle COA Management, click on Views.
2. Click on UCROFC.
3. Click on the COA segment that you want to view.
4. Click to highlight (for example, ALL00000) to download everything in the file. Alternatively, you can click a lower level and it will download everything below that point (i.e., Clicking on ORG1000000 will download items for ORG10.)
5. Click the Download button.
6. Click the link to the Excel file in the lower left corner of the screen.
7. **Resulting Excel file has the data that can be searched.**

# PPM Processing Times

- ❑ NCE and Amendments received in June were recently manually updated in PPM
- ❑ Kualii award notices are being distributed; however, PPM updates are in progress
  - Goal is to resolve backlog over the next two weeks
    - Priority to New Awards
    - Kualii has been successfully integrating to extend PPM dates
  - Team will be working toward a Service Level (SLA) of 2 days
- ❑ Reminder:
  - June costs will be converted in early August, so cost data will be incomplete in PPM until the conversion is completed
  - PPM (and Oracle GL) uses "Advisory" controls, meaning transactions resulting in overdrafts will not be prevented. However, PPM does have strict requirements related to project begin and end dates and combination validation rules do require a budget to exist
- ❑ Guidance is being developed on requests for additional project codes. Please feel free to provide information on related needs via the ticketing system; this will help inform the guidance.

# Upcoming System Deployments

Target	Application Name	Additional Information
Jul	Guest Traveler Routing	Final testing, deployment expected next week.
Aug	Web Recharge	<ul style="list-style-type: none"> <li>• <b>Legacy:</b> Currently working on converting the legacy Web Recharge application to read-only per user requests.</li> <li>• <b>New:</b> In August, the Web Recharge application will undergo an additional development and testing cycle.</li> </ul>
Aug	Looker	<ul style="list-style-type: none"> <li>• <b>Phase 1 Payroll Distribution:</b> Targeting early August</li> <li>• <b>Phase 2 Finance (Oracle GL &amp; Budget):</b> Targeting mid-August</li> </ul>
Aug	Financial Web Reports	Pre-run reports: Financial Transaction Details Report, Prime PI Summary Report, and UCR Purchase Order Encumbrance Report
Aug/Sept	Salary Cost Transfer Tool	Planned for late August/early September
Aug/Sept	Non-Salary Cost Transfer Tool	Planned for late August/early September; dependent Looker
Aug	Ledger Reconciliation	Planned for mid-August; involves updating LRSS Matrix for COA
Aug	VCUA Gift Acceptance	Planned for August
Oct	Payroll Certifications	Certifications of payroll under COA

# Suppliers and Other Payees

- ❑ The Oracle term for vendors and payees is "Supplier"
- ❑ As discussed in previous Town Halls and User Group meetings, suppliers will maintain their information using the Supplier Portal
  - This process will ensure personal protected information is appropriately secured
  - Avoids duplicate suppliers
  - Once established, suppliers are available for use for other types of payments, so it is important to obtain required information upon establishment of the supplier
  - Allows PO suppliers to upload insurance and other required certifications
- ❑ When campus department users initiate a request, a valid email address associated with the supplier/payee must be provided
- ❑ Challenges were initially experienced individuals logging into the supplier portal
  - Enhancements are underway to improve communication
  - A guide has been developed for non-PO Suppliers (i.e., ePay and Concur non-employee payees) to assist payees with completion of the required information (see below).

# Need to setup a Non-PO Supplier for *Concur* and *ePay*

The "UCR Supplier Requestor JR" is needed to request a new Oracle Supplier and Payee. Departments are requested to instruct non-PO suppliers/payees to [follow this guide](#) carefully and update their profile with their personal information in all relevant fields. Completion of the profile will enable the payee for use in ePay or Concur.

Concur Delegates will be able to assign affiliate (guest traveler) routing for use in Concur next week. In the meantime, we encourage users to take the first step and request a new Oracle Supplier so that it is ready for Concur use once the new system is available.

## Creating a Profile in the UCR Supplier Portal:

<https://drive.google.com/file/d/1AoFadA2TymLOgMajDaL80abkDAth-QKY/view?usp=sharing>

**ORACLE FINANCIALS**  
Update Payee Information in UCR Supplier Portal



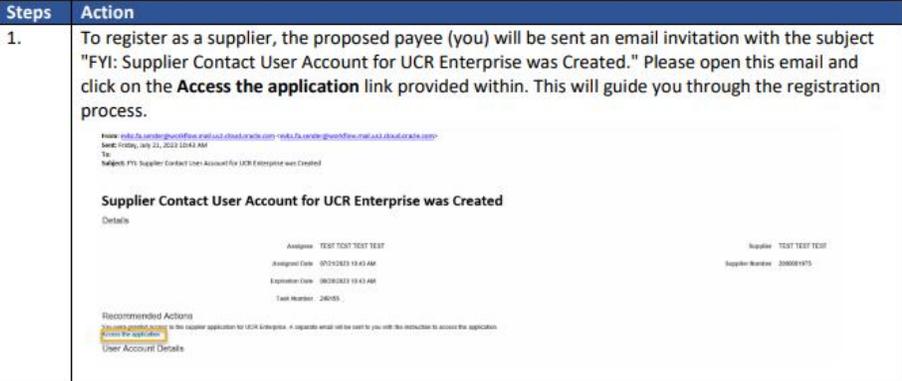
### Overview

UCR recently updated our campus financial system. To improve security and confidentiality of individuals and others receiving payment from UCR (i.e., payees), payees are asked to securely provide information required to issue a payment. This guide offers detailed instructions on how to create and manage profile information for a payee that is not providing procurement related commodities (also known as a non-purchase order (PO) suppliers) nor employment related services, such as non-employee payees receiving stipends, refunds, reimbursements, etc. Please keep in mind that all data and values presented in this guide are for training purposes only. When using the guide, for security and confidentiality purposes, payees are asked to update their profile with their personal information in all relevant fields.

### Steps to Take

**Topic 1: How to access the Oracle Supplier Portal**

This process outlines the steps required for a user that is not part of the UCR organization to log in to Oracle. When a UCR campus department needs to initiate a payment to you, they will request your email contact information and initiate a request to UCR's Accounting Office. Next, an email will be sent from UC Riverside to you, the Payee. From there, several subsequent steps need to be completed to create a user account and password to successfully access the Oracle system and update your payee information.

Steps	Action
1.	<p>To register as a supplier, the proposed payee (you) will be sent an email invitation with the subject "FYI: Supplier Contact User Account for UCR Enterprise was Created." Please open this email and click on the <b>Access the application</b> link provided within. This will guide you through the registration process.</p> 

# Training Updates & Reminders

---

Revised Processes

**Helen Kotke**

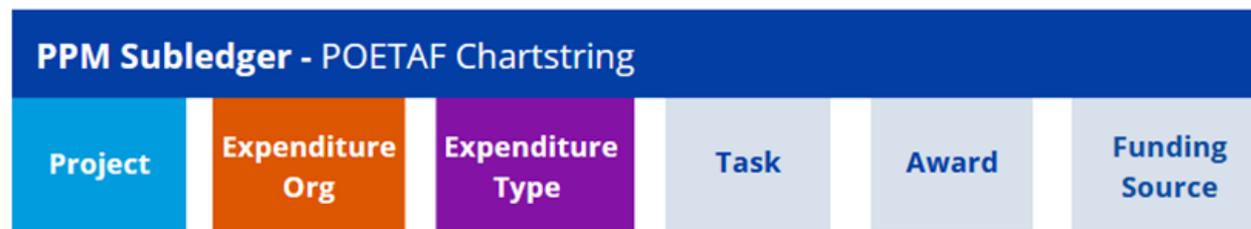
*Financial Systems Trainer*



# Chart of Accounts Reminder

## Contract & Grants projects – No Flex1 or Flex 2

- Contracts and grants projects (i.e., project values beginning with “K”) may not utilize the Flex1 and Flex2 fields.
- The Projects Portfolio Management (PPM) module uses the POETAF values.
- Any boundary system that utilizes the GL chartstring involving a “K” project will automatically interface with PPM using the POETAF.
- To keep all systems synchronized, a GL chartstring using a “K” project value must use the default Flex1 and Flex2 values (i.e., all zeros).



## Non Contract & Grant Funds associated with a Faculty member – Use FLEX 2

- Non-contract and grant funds associated with a faculty member’s portfolio of resources should be coded using the appropriate Flex2 value in the budget and financial transactions. These actions will enable the generation of non-contract and grant faculty portfolio reports.

Several departments have requested additional K project values to assist with tracking expenditures for contract and grant awards. The Accounting Office will be developing criteria and procedures for these requests in the coming weeks. Stay tuned for further updates and information to be shared soon.

# Oracle Budget & Oracle COA Management

- Most budgets were loaded into Oracle without using Flex fields. Therefore, when viewing the budget in Oracle, defaulting to the NO FLEX option is recommended unless any budgets have explicitly moved.
- To request new Flex2 values, the Org CFAO should submit the request to [stephm@ucr.edu](mailto:stephm@ucr.edu). Please ensure the request includes the following:
  - First and Last Name
  - NetID
  - Employee ID
  - The non-C&G fund sources that require tracking with the Flex2 value

# SmartView Training

Introducing the SmartView Training for Oracle Budget!

Oracle Learning Center SELF

Library / 6. Specialized Processes & Programs

## LIBRARY

Browse and search for available learning activities. You can use the Topics tab to narrow your results by subject and the Filters tab to apply additional criteria (such as the activity type or duration).

**TOPICS** FILTERS

- All
- > Business and Operations (56)
- Diversity, Equity, & Inclusion (34)
- > Environment, Health, and Safety (145)
- ▼ Finance Administration and Practices (41)
  - 1. Foundational Training (5)
  - 2. Department Transactor (4)
  - 3. Department Analyst (6)
  - 4. Financial Managers & CFAO (5)
  - 5. Faculty, Researcher, & PD/PI (7)
  - 6. Specialized Processes & Programs (10)
  - 7. Requester (3)
  - 8. Legacy Library (5)
- Health Care Education (9)
- Performance Management (12)
- > Professional Skills and Career Development (91)

### 6. SPECIALIZED PROCESSES & PROGRAMS

Share Topic

1 of 1 results for "smart"

All Read



ECOURSE  
**Oracle: Smart View Training**  
This course is necessary for anyone using Smart View to export, view, and edit financial data from Oracle: Budget.  
RI-ACECO0107  
★★★★★ (2)

Home

Lesson 1 of 10

## What is Smart view?

ORACLE  
SMART VIEW

Smart View enables you to integrate ERP, enterprise performance management (EPM), and business intelligence (BI) data directly from the data source into Microsoft Word, PowerPoint, Excel, and Outlook. Using Smart View, you can view, import, manipulate, distribute and share data in Office-based interfaces.

### What can you do with Smart view?

Smart View provides a common Microsoft Office interface for Oracle's Enterprise Performance Management (EPM). Using Smart View allows users to view, import, manipulate, distribute, and share data through Microsoft Excel, Word, and PowerPoint interfaces.

#### Smart View benefits include:

- 1 A common Microsoft Office interface for all UCR users
- 2 Ad hoc or Free-form Analysis
- 3 Decreased Query Time

# 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
- 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

# COA Validation Process – Temp Adjustments

The COA validation process involves a check to ensure that the COA elements (entity, fund, activity, function, program, project) are linked via a valid budget entry.

Permanent budgets as of 5/31 converted to Oracle Budget, but the carry forward balances associated with COA combinations in permanently budgeted funds were not.

If a COA combination does not exist AND it is anticipated that there will be carry forward funding into FY24, the current workaround is to do a Temp Adjustment moving \$1 from BC75 to another BC to process transactions (similar to a Zero\$ BEA).

Note this workaround should only be performed if the COA combination is valid and a carryforward budget is reasonably expected. Final 6/30 Perm Budgets will be loaded by 7/24, and Final Rollover (CFD) Balances will be loaded in early August.

Activity	Fund	Flex	Flex2	Yes	FY23-23	Temp Budget		Perm Budget
						Adjustment (+/-)	Inter Org Adjustment	
A02450-Advancement Serv Salaries & EB	19900-GENERAL FUNDS	No Flex1	No Flex2					
	40-000_Default Program							
		BC10-EC Faculty Appointments				0		
		BC21-EC Benefits Acad OH Exp						
		BC26-EC Staff Stipends AboveOT						
		BC27-EC Staff Other						
		BC28-EC Staff Sal Non Perm Funding						
		Total Expenses				0		
		Net Income				0		
	72-000_Default Program							
		BC10-EC Faculty Appointments						
		BC25-EC Staff Appointments						(145,830)
		BC30-EC Benefits Staff						(85,590)
		Total Expenses						(230,625)
		Net Income						230,625

**Information** – Adjustments to perm/temp budget are done in Budget Execution within the unit or InterORG.

### Budget Adjustments within the same ORG:

- 1 Navigate to Control Budget Adj.** – Navigate to Financials > Budget Execution > Control Budget and Rollover (2nd vertical option on the left) > Control Budget Adjustment tab
- 2 Select POV** – Select an ORG. All activities within the ORG will be displayed on the rows  
Select the desired fund and flex members
- 3 Enter adjustments in the Form** – Make the required adjustments in the Perm/Temp Budget Adjustment Columns.

Adjustments that do not net to zero will trigger an error message to pop up

# Correct Function

The conversion of budget data included a function clean-up. The administrative functions in Colleges/Schools used to be function 40, but it should be function 43, for example.

Please run the Activity Summary report in Oracle Budget to see the correct function to use for your transactions.

The screenshot shows the Oracle Budgeting Cloud interface. At the top, there is a navigation bar with icons for Tasks, Dashboards, Infolets, Data, Reports, Rules, Approvals, and Academy. Below this, the 'Financial Reports' section is visible, with a 'Refresh' button. A list of reports is shown under the heading '1. UCR - Financial Reports'. The reports listed are:

- Activity Summary
- All Funds Summary
- Carryforward Report
- Deficit Analysis Report
- Deficit Analysis Report with Flex Detail

Each report entry has icons for HTML, PDF, and XLS formats. A search icon is visible on the right side of the report list.

The screenshot shows the Oracle Budgeting Cloud interface displaying the 'Activity Summary' report. The report is a table with columns for 'ACTIVITY', 'FUNCTION PROGRAM', 'NAME', 'SUBFUNCTION', 'PRIME BUDGET', 'TRAMP BUDGET', 'TOTAL GL BUDGET', 'EXPENDITURES', 'BALANCE', 'FUNDING', and 'BALANCE'. The table contains multiple rows of data, including entries for 'UCR - Financial Reports' and 'UCR - Financial Reports with Flex Detail'. A search bar at the top of the report area contains the text 'Business General'. A navigation bar at the bottom of the report area shows '1 / 18' pages, a zoom level of '65%', and icons for refresh, print, and close.

# Need to setup a Non-PO Supplier for *Concur* and *ePay*

The "UCR Supplier Requestor JR" is needed to request a new Oracle Supplier and Payee. Departments are requested to instruct non-PO suppliers/payees to follow this guide carefully and update their profile with their personal information in all relevant fields. Completion of the profile will enable the payee for use in ePay or Concur.

Concur Delegates will be able to assign affiliate (guest traveler) routing for use in Concur next week. In the meantime, we encourage users to take the first step and request a new Oracle Supplier so that it is ready for Concur use once the new system is available.

## Creating a Profile in the UCR Supplier Portal:

<https://drive.google.com/file/d/1AoFadA2TymLOgMajDaL80abkDAtH-QKY/view?usp=sharing>

## ORACLE FINANCIALS

Update Payee Information in UCR Supplier Portal



### Overview

UCR recently updated our campus financial system. To improve security and confidentiality of individuals and others receiving payment from UCR (i.e., payees), payees are asked to securely provide information required to issue a payment. This guide offers detailed instructions on how to create and manage profile information for a payee that is not providing procurement related commodities (also known as a non-purchase order (PO) suppliers) nor employment related services, such as non-employee payees receiving stipends, refunds, reimbursements, etc. Please keep in mind that all data and values presented in this guide are for training purposes only. When using the guide, for security and confidentiality purposes, payees are asked to update their profile with their personal information in all relevant fields.

### Steps to Take

#### Topic 1: How to access the Oracle Supplier Portal

This process outlines the steps required for a user that is not part of the UCR organization to log in to Oracle. When a UCR campus department needs to initiate a payment to you, they will request your email contact information and initiate a request to UCR's Accounting Office. Next, an email will be sent from UC Riverside to you, the Payee. From there, several subsequent steps need to be completed to create a user account and password to successfully access the Oracle system and update your payee information.

Steps	Action																
1.	<p>To register as a supplier, the proposed payee (you) will be sent an email invitation with the subject "FYI: Supplier Contact User Account for UCR Enterprise was Created." Please open this email and click on the <b>Access the application</b> link provided within. This will guide you through the registration process.</p>  <p><b>Supplier Contact User Account for UCR Enterprise was Created</b></p> <p>Details</p> <table><tr><td>Assignee</td><td>TEST TEST TEST</td><td>Supplier</td><td>TEST TEST TEST</td></tr><tr><td>Assigned Date</td><td>07/21/2023 10:43 AM</td><td>Supplier Number</td><td>300001975</td></tr><tr><td>Expiration Date</td><td>08/28/2023 10:43 AM</td><td></td><td></td></tr><tr><td>Task Number</td><td>246155</td><td></td><td></td></tr></table> <p>Recommended Action You are recommended to the supplier application for UCR Enterprise. A separate email will be sent to you with the instruction to access the application.</p> <p><a href="#">Access the application</a></p> <p>User Account Details</p>	Assignee	TEST TEST TEST	Supplier	TEST TEST TEST	Assigned Date	07/21/2023 10:43 AM	Supplier Number	300001975	Expiration Date	08/28/2023 10:43 AM			Task Number	246155		
Assignee	TEST TEST TEST	Supplier	TEST TEST TEST														
Assigned Date	07/21/2023 10:43 AM	Supplier Number	300001975														
Expiration Date	08/28/2023 10:43 AM																
Task Number	246155																

# Non-Catalog Requisition Forms

The screenshot shows the UCR Requisitions web application. The header includes the UCR logo, 'DEV5 TRAINING', and navigation icons. The main content area is titled 'Requisitions' and features a search bar and a 'Shop by Category' dropdown. Below this, there are sections for 'Recent Requisitions' (listing items like '1000 modified ladybugs', 'Test ... test supplier\_Supplier', 'x bio', 'Chairs', and 'test'), 'Top Categories' (with a 'Punchout Catalog' icon), and 'Request Forms'. A large blue callout box is overlaid on the right side of the page, containing the following text:

**Non-Catalog Requisition Forms**

Non Catalog Requisition <\$10K for Goods

- <\$10K
- Goods & Services
- Non Catalog
- Catalog (if needed)

Non Catalog Requisitions > \$10K for Goods

- >\$10K
- Goods & Services
- Non Catalog
- Catalog

Non Catalog Requisition for Lump sum Services – Restricted Categories

- Lump sum Services
- Restricted Categories

At the bottom of the page, under the 'Request Forms' section, three links are visible: 'Non Catalog Requisition < \$10K for Goods', 'Non Catalog Requisition > \$10K for Goods', and 'Non Catalog Requisition for Lump sum Services - Restricted Categories'.

# Freight (Shipping & Handling)

Freight as well as shipping and handling line should be added as a line item with category as 'Freight[543100]. On PO, freight and shipping/ handling line will be always non-taxable. If freight or shipping handling line is taxable then taxability nature will be taken care at Invoice level by AP team. So, procurement doesn't need to worry about taxability.

**If freight or shipping charges are below \$500 then please update invoice and receiving close tolerance as 100%** so that line will be closed on PO. Because on such PO's, AP will not match invoice with PO freight or shipping line item.

Whereas, **if freight or shipping charges are above \$500 then please don't update invoice and receiving close tolerance.** Because in such cases, AP will match invoice with PO freight or shipping line item.



# PCard Questions

**Create Requisition using a PCard** Check out the OGL guide on this topic. It is also included in the Buying and Paying Workshop with a case study on this specific process. To view the step-by-step PDF guide for Create Requisition using PCard, please visit [here](#). Please note this process is optional to assist units with tracking requests fulfilled with the PCard.

**Need a PCard?** Take the new and improved Procurement Card (PCard) Training under the Specialized Processes and Programs learning path! It includes requesting a PCard, using the PCard, Expense Report processing, and more! Important reminders regarding PCard usage:

- **PCard EACS Setup:** To ensure card transactions are associated with the correct profile in Concur, PCard Holders must be set up in EACS.
- **Timing of Card Charges:** Card charges typically appear in Concur within 3-5 days after the purchase is made.
- **PCard Expense Reports:** It is essential to submit the PCard Expense Report to your Financial Approver by the 28th of the month (allowing three days after the 25th statement closing for transactions to post and for you to distribute within the same period) and ensure approval before the last day of each month. Access this detailed [step-by-step guide](#) for completing the monthly PCard Expense Reports.

# What about PCTs? ... Expense Report Processing

## General Process:

- Navigate to the Expense Report
- Update the Report Header  
**DO NOT CHANGE THE REPORT NAME**
- Identify allocation(s)
- Enter details and itemize (if applicable) for each expense

## Once the statement is closed:

- Generally 26 the of each month
- Once all transactions have been classified and reconciled, then click Submit Report to submit the expense report to the designated approver
- Must be done before the accounting period closes

Quick Reference Guide

**Concur Travel and Expense**  
PCard Distribution Expense Reports

**UCR**

**Overview**  
This guide outlines the steps necessary to process expense reports in Concur Travel and Expense. This process is completed by the PCard Holder or the DCA (Department Card Administrator). A Financial Approver also needs to be setup for the accountability structure that is chosen to ensure that whoever it routes to can approve it.

PCard Holders MUST have the "PCard Holder" roles within Concur so that charges connect to the user. Otherwise, they could be confused with T&E Card transactions.

**Notes:** Transactions will be viewable within Concur within 3-5 days of the charge being made.

**Topics Covered**

RSpace Login.....	1
Navigate to the Expense Report.....	2
Update the Report Header.....	2
Identify Allocation.....	3
Enter Allocation Details and Itemize (if applicable).....	4

**Steps to Take**

To log in to Concur, complete the following steps:

**RSpace Login**

1. Visit UCR RSpace - <http://rspace.ucr.edu/>
2. Complete Duo Authentication if prompted
3. Select **Authorized Apps**
4. Select **Concur Travel and Expense**
5. Enter your **UCR NetID** with "@ucr.edu" added to the end - ex. NetID@ucr.edu [joshho@ucr.edu]
6. Select **Sign in with University Credentials**

UC RIVERSIDE

UCR NetID:

Password:

< Sign in

joshho@ucr.edu

Sign in with University credentials

Sign in with your password

July 2023 | 1

# Concur COA Validation

After the report is submitted, a pop-up will appear confirming the status.

In the box on the "Manage Expenses" screen a banner will appear at the bottom which reads "Pending ERP Validation."

**This indicates that the system has not yet checked to confirm that the COA values that were entered are correct.**



This process runs every 20 minutes. Once the submitted report has passed this validation, the report will go to the approver for review and approval. If it failed, it will remain stating "Sent Back to User – Concur System." This process happens for both requests and expense reports.

# ePAY – What's Remaining in the Online Payment System



## RETIRING FROM EPAY

MOVING TO CONCUR

### SINGLE PAYEE/VENDOR, SINGLE PAYMENT

- Membership (reimbursement)
- Petty Cash
- Reimbursement
- Refunds
- RHA (Housing Use Only)

### BUSINESS MEETINGS, ENTERTAINMENT & OTHER OCCASIONS

- All Categories



ePay – Online  
Payment  
System

## REMAINING IN EPAY

### SINGLE PAYEE/VENDOR, SINGLE PAYMENT

- Honoraria to Non-UC Employee or Non-UCR Student
- Human Subject Payment
- Performance Agreement
- Stipend to Non-Student
- Casual Labor
- Game Official
- Homestay
- Library Acquisitions (ORG16 access only)
- Other

### MULTI-PAYEE/SUPPLIER, MULTI-PAYMENTS

- Honoraria to Non-UC Employee or Non-UCR Student
- Human Subject Payment
- Refunds
- Stipend to Non-Student
- Casual Labor
- Game Official
- Homestay

# EACS: Department SAA Provisioning Request

Department SAAs play an important role in provisioning access to our campus users. Various requests have been distributed to Department SAAs regarding important role provisioning related to the new systems to enable the appropriate workflow of transactions and system integration, such as the need to immediately provision: Concur Phase II roles, specifically PCard Holder and Financial Approver, to enable the US Bank interface of PCard transactions. [Click for guidance.](#)

All roles involved in the procurement workflow, such as Procurement Financial Approver, Payables Financial Approver and Receiving roles for every Accountability Structure containing a Procurement Transactor. Without these roles, the routing will fail and the transactions cannot proceed.

Oracle Financials Training Roles: Please note that participants cannot join training workshops without appropriate roles assigned by the Dept. SAA in Oracle Financials Training, which is separate from production (Oracle Financials). [Click to view roles.](#)

To obtain access to a new system, users are required to collaborate with their Department SAA (System Access Administrator).

To locate your Department SAA in R'Space, please follow these steps:

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

# Requisition Reminders (These Impact Approval Routing)

## Reduced Tax Rate & Compliance with BUS-70:

When selecting "Yes" for reduced tax rate or BUS-70, carefully evaluate if the order qualifies. In most cases, the answer is no. Incorrectly selecting "Yes" will route the requisition for unnecessary Central Procurement approval.

**Owning Department Field:** This field affects the approval routing for your requisition, so it is important that the appropriate ORG, DIV, or Department value is entered to ensure the requisition routes to the appropriate approver(s).

Shop Check Funds Manage Approvals View PDF Save Submit

Requisition Amount 3,000.00 USD  
Approval Amount Calculate Amount with Tax  
Funds Status Not reserved  
Attachments None +

\* Eligible for Reduced Tax No  
\* Owning Department D01046

BUS-79 Transactor Attestation   
BUS-79 Fiscal Approver Attestation   
End User Schrock, Richard

*Note: A yellow callout box highlights the 'Eligible for Reduced Tax' and 'Owning Department' fields, with an arrow pointing to the 'Reduced Tax Rate & Compliance with BUS-70' text.*

## Requisition Lines

Use Shift or Control Key to select multiple rows and click Edit Multiple Lines to edit more than one line.

Actions View Format Freeze Detach Wrap

Line	Description	Category Name	* Quantity	UOM Name	* Price	Amount (USD)	Funds Status	Delete
1	1000 modified ladybugs	Animal Purch - Non-L...	1,000	Each	3.00 USD	3,000.00	Not reserved	X
Total								

Rows Selected 1 Columns Hidden 8

## Line 1: Details

### Delivery

\* Receiver Sutton, William

Urgent No

Requested Delivery Date 07/25/2023

Suggested Buyer Kotke, Helen

**Department Transactor:** If you are the Department Transactor, make sure to enter YOUR NAME in the suggested buyer field for orders below \$10,000. This helps with routing the approval correctly. If you have not been assigned as the Transactor, go back to Process Requisition and reassign it to yourself.

\* Deliver-to Location UC Riverside Central Receiving

Deliver-to Address Station, Road, RIVERSIDE, CA 92521, UNITED STATES

# Approval Process & Review

## Approval Process:

- Requisition approver levels
- PO Approval
- Change Order Approval

## Review Approval Routing:

- Navigate through the requisition
- From the Actions menu, select “View Document History”
- Select the step you would like to view
- Review the routing and comments

**Oracle Financials**  
Approval Process

**UCR**

**Overview**  
A change request is submitted by a transactor at the PO level when something needs to be changed. If the PO has already been fully paid, it is not possible to change the PO.

If the PO was approved before the change order was entered, it will not progress until the change order is fully approved (if it isn't auto-approved by the system).

**Topics Covered**

Approval Process .....	1
Review Approval Routing .....	3

**Approval Process**  
**Requisition Approval**

**1<sup>st</sup> approver - Department Transactor** (skipped if the dept transactor creates the requisition. Only required if the requester submits the request. Otherwise, requisition will route to the 2<sup>nd</sup> level approver.) The Department Transactor also creates the PO once the requisition is fully approved.

**2<sup>nd</sup> approver - Department Approver** Always required for each requisition.

**3<sup>rd</sup> approver - Restricted Category Approver** Routed based on the restricted category.

**4<sup>th</sup> approver - PI** Based on the project code that was used. This is a conditional approver if the project is above \$10,000.

**5<sup>th</sup> approver - Reduced Tax Rate Approver** These are Central Procurement Buyers. Based on the reduced tax rate flag on the requisition header level. If yes, will route to this level of approval. This is a conditional approver based on the reduced tax rate flag = Y

**Sysco Foods Supplier Approver** Auto approved; can only be created by D01029 – Dining Services. Will not route for approval.

July 2023 | 1

**Oracle Financials**  
Approval Process

**UCR**

annually by department transactors only if it is non-catalog, below \$10K. POs above \$10K and \$25K. If the central procurement buyer is in the suggested buyer field, the PO will automatically be approved.

If the central procurement buyer is in the suggested buyer field will be automatically approved.

If the departmental procurement buyer is in the suggested buyer field, the PO will route to the 3<sup>rd</sup> level in the suggested buyer field, the PO will route to the 3<sup>rd</sup> level in the Central Procurement Office: Anna Lopez, Katherine Ensing, or Katherine Inglett Mendoza. The PO will be automatically approved when the three buyers mentioned above created the PO.

If the departmental procurement buyer is in the suggested buyer field, the PO will route to the 3<sup>rd</sup> level in the Central Procurement Office: Gae Purvis, Marshall Holman, Katherine Inglett Mendoza. The PO will be automatically approved when the above mentioned buyers created the PO.

Joe Andreu for approval.

If the amount does not change, no approval is required.

**Change order:**

- Updates to **restricted category**
  - 3<sup>rd</sup> level – Restricted category approver
- Updates funding to a **project code** (and is above \$10K)
  - 4<sup>th</sup> level – PI approver
- Updates the **reduced tax rate** (YES)
  - 5<sup>th</sup> approver – reduced tax approver (central procurement)
- Increases the amount **ABOVE \$10K**
  - Route to central procurement for approval (based on suggested buyer)
  - See PO Approval section for additional details

July 2023 | 2

**Oracle Financials**  
Approval Process

**UCR**

select **Purchase Requisitions**. Filtered with the Purchase Order by selecting **View More** or **Manage**.

Enter Search Parameters > Click the Requisition Number). Select **View Document History**. Click like to review the approval workflow from (Requisition, PO, or Change Order) and view the approval routing and comments made throughout the process.

July 2023 | 3

# 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, 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.

# PO Creation – What if a row is Non-Taxable?

## Update a PO Row to Non-Taxable

1. In the PO, select the Schedules tab
2. View
3. Columns
4. Add "User Defined Fiscal Classification field"
5. change that field to "Override to Non-Taxable" and click Save

The screenshot shows the 'Schedules' tab in a PO system. The 'View' dropdown menu is open, showing the 'Columns' option. The 'Columns' dropdown menu is also open, showing the 'User-Defined Fiscal Classification' field. A yellow box highlights the 'User-Defined Fiscal Classification' column in the table below. A yellow arrow points to a dropdown menu for that column, with 'NON TAXABLE OVERRIDE' selected.

Match Approval Level	Invoice Close Tolerance Percent	Invoice Match Option	Accrue at Receipt	Supplier Order Line	Total Tax	Total	Transaction Business Category	Product Type	Product Fiscal Classification	Product Category	Location of Final Discharge	User-Defined Fiscal Classification	Intended Use	Tax Classification	Assessable Value	Note to Receiver	Attachments
3 Way	100	Order	---		0.00	52.00	Purchase Transaction	Goods							52.00	None	None

# Freight Line, and only the Freight Line!

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 a procurement system interface with several key sections:

- Additional Information:** Shows 'Owning Department' as D01004 and 'End User' as Helen Kotie. The 'Schedules' tab is selected, and a pencil icon is highlighted with a circled '3'.
- Table:** A table with columns: Line, Edit, Delete, Split, Item, Revision, Description, Schedule, Location, Organization, Quantity, UOM, Secondary Quantity, Secondary UOM, Price, Ordered, Requested Delivery Date, Promised Delivery Date, and Orig Deliv. Line 2 is highlighted with a circled '2' and contains 'Freight'.
- Receiving Controls:** A detailed view for the selected line. The 'Receipt Close Tolerance Percent' and 'Invoice Close Tolerance Percent' fields are highlighted with a circled '4' and an arrow pointing to them.
- Bottom Panel:** An 'Edit Schedule: 1' dialog box is open, showing 'Total: 20.00 USD' and a circled '5' over the 'OK' button.

**Caution!** ONLY complete the freight line (if there is one). Closing all the rows will close the PO.

# Communicate PO – Transactor Reminder

## When issuing a PO:

1. Select **Email** from the **Communication Method** dropdown
2. Enter your email into the **Bcc** box to receive a copy of the email
3. Click **Submit**

The screenshot shows the 'Edit Document (Purchase Order): UCRP00000463' interface. The 'Communication Method' dropdown is set to 'E-Mail'. The 'Bcc' field contains 'NETID@ucr.edu'. The 'Submit' button is highlighted with a red circle and the number 3. The 'Supplier Contact' dropdown is highlighted with a red circle and the number 1. The 'Cc' field is highlighted with a red circle and the number 2. The 'Buyer' field is set to 'Kotia, Helen'. The 'Status' is 'Incomplete'. The 'Creation Date' is '05/09/2023'. The 'Total Tax' is '4.29 USD' and the 'Total' is '73.28 USD'. The 'Description' is 'CODN Recording Microphone Isolation'. The 'Requisition' is 'UCRR00001083'. The 'Agreement' is blank.



If the selected supplier is a **Punchout Supplier**, additional considerations and steps are needed to ensure that the PO is processed/communicated correctly.

# B2B Communication – Transactor Reminder

The screenshot shows a web interface for editing a purchase order. The title is 'Edit Document (Purchase Order): UCRP00000141'. There are several tabs at the top: 'Check Funds', 'Manage Approvals', 'View PDF', 'Actions', and 'Save'. The main content area is divided into sections. On the left, there's a 'General' section with fields for Procurement BU, Requisitioning BU, Sold-to Legal Entity, Bill to BU, Order, Status, Funds Status, Buyer, and Creation Date. In the center, there's a 'Supplier' section with fields for Supplier (CDIV GOVERNMENT LLC), Supplier Site (SHELTON\_2), Supplier Contact, Communication Method (None), Bill to Location (UC Riverside Accounts Pa), and Default Ship-to Location (UC Riverside Central Rect). A yellow box highlights the 'Override B2B communication' checkbox, which is checked. On the right, there's a 'Procurement Card' section with fields for Currency (USD), Ordered (1,500.00 USD), Total Tax (131.25 USD), Total (1,631.25 USD), Description (Test Oracle230), Requisition (UCRR00000214), and Agreement.



## Punchout Suppliers

The “Override B2B communication” checkbox will appear if this is a **non-catalog requisition** for a punchout supplier.

These steps are critical because if incorrectly processed, a transaction could get **communicated to the supplier for fulfillment that is meant to be documentation-only** OR a **transaction that does need to go to the supplier won't be communicated.**

### Documentation Only

Is it a PCard Transaction for documentation only?

Click the checkbox

Select **None** for the “Communication Method”

### PO Needs to be Filled

Is it a non-catalog transaction for a punchout supplier that needs to be filled?

Click the checkbox

Select **Email** for the “Communication Method”

Enter the Supplier's email address

# PO Questions!?

## Auto-Rejection

- Purchases entered in punchout catalogs that are greater than \$10,000 (except for certain restricted catalogs Sysco, Amerisource Bergen, ePlus, and McKesson)
- If no approver was set up through EACS, then the requisition will auto-reject

## Purchase Order (PO) Conversion Reminder

Specific base criteria were used to determine conversion eligibility for each PO type. However, due to variances in data structures between eBuy and Oracle, it is possible that certain POs meeting the criteria may not have successfully converted. Read [Purchase Order Conversion for Oracle Procurement](#) for guidance and next steps.

**If your PO did not convert – create a new requisition!**



# How do I find? ... A Requisition?

1. From the home screen, select **Requisitions**

2. On the Requisitions page, review recent requisitions or click **View More** or **Manage Requisitions**

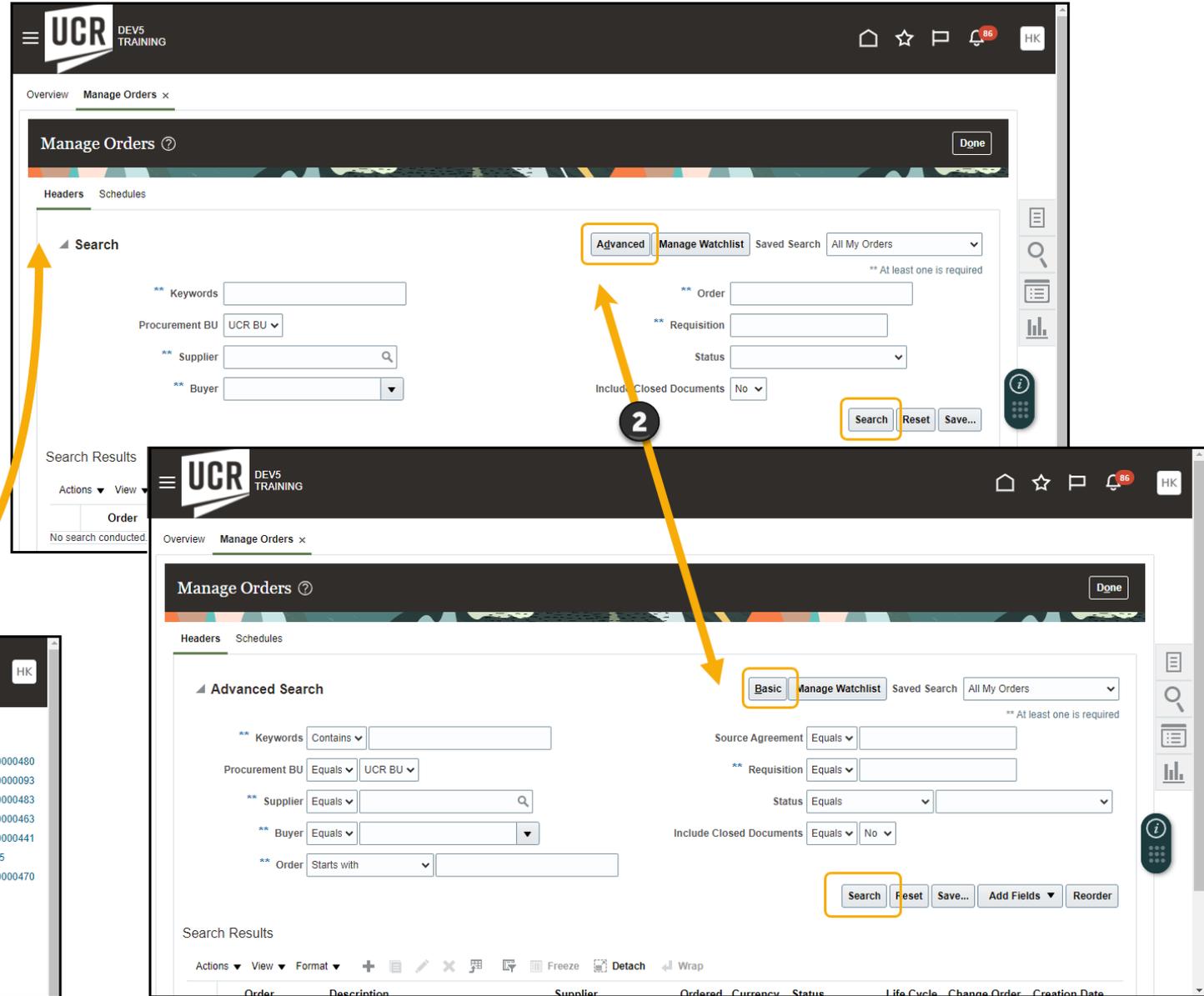
3. Filter based on the parameter options (such as Entered by, Supplier, Requester, Etc.). For additional options you can click **Advanced**.

Requisition	Description	Creation Date	Approval Amount	Status	Funds Status	Order
UCRR00001505	1000 modified ladybugs - The Ladybug Store	07/18/2023	3,262.50 USD	Withdrawn	Not reserved	
UCRR00001205	Test ... test supplier_Supplier	06/23/2023	3,262.50 USD	Pending approval	Reserved	

1. From the home screen, select **Requisitions**
2. On the Requisitions page, review recent requisitions or click **View More** or **Manage Requisitions**
3. Filter based on the parameter options (such as Entered by, Supplier, Requester, Etc.). For additional options you can click **Advanced**.

# How do I find? ... A PO?

1. From the home screen, select **Purchase Orders**. On the PO page, click one of the icons on the right to find POs. The **Tools** will take you to a detailed Search. (**Magnifying glass** will give you a simple search; the **List icon** will show recently opened POs).
2. Filter based on the parameter options. For additional options you can click **Advanced**.



# What Does the Status Mean?

The new Procurement Statuses guide contains statuses and descriptions for:

- Requisition Statuses
- Purchase Order Statuses
- Fund Statuses

Oracle Financials  
Procurement Statuses

UCR

---

Requisition Statuses

You can view the status of purchase orders in the Manage Orders page. Here's the list of purchase order statuses and their descriptions:

Requisition Status	Description
Approved	A requisition is approved if on initial submission for approval it was approved.  The requisition retains the status of approved unless all the active lines on the requisition have a different status. Then, the new status is rolled up to the requisition header.  <b>Note:</b> An approved requisition can contain lines with other statuses such as returned, withdrawn, rejected, and so on. For example, a requisition with multiple lines is approved, so both the header and the lines are approved. If a buyer returns a line, the header and line remain approved with the exception of the returned line, which will have the status of returned. If a line from the approved requisition is withdrawn, the status remains the same for the other lines and header.
Canceled	A requisition is canceled if all the lines on the requisition except for those with a status of split or replaced have a status of canceled.
Pending Approval	A requisition line that's submitted but hasn't yet gone through the approval process is pending approval. A requisition is pending approval if all the active lines on the requisition are pending approval.
Incomplete	A requisition is incomplete when it not submitted for approval or when all the active lines have a status of incomplete.
Rejected	A requisition is rejected if all the active lines on the requisition have a status of rejected (all the active lines were rejected during the approval process).
Returned	A requisition is returned if all the active lines on the requisition have a status of returned (all the active lines on the requisition have been returned by the buyer).
Withdrawn	A requisition can be withdrawn after submission for approval if, for example, modifications to the requisition are required. This gives the requisition withdrawn status.

July 2023 | 1

Oracle Financials  
Procurement Statuses

UCR

---

Purchase Order Statuses

If purchase orders in the Manage Orders page. Here's the list of purchase order statuses and their descriptions:

Purchase Order Status	Description
Cancelled	It indicates that the order is canceled and will not be fulfilled anymore.
No Further Fulfillment	It indicates that no further fulfillment activity is expected on the order.
No Further Invoicing	It indicates that no further invoicing activity is expected on the order.
No Further Receiving	It indicates that no further receiving activity is expected on the order.
Completed	It indicates that all receiving and invoicing activity on the order has completed, and it can now be archived and purged.
Pending Further Authoring	It indicates that the document is pending further authoring and submission.
Temporarily Suspended	It indicates that receiving and invoicing activity is temporarily suspended on the order. These activities can resume after the hold is removed.
Open for Receiving and Invoicing	It indicates that the order is open for receiving and invoicing.
Pending Acknowledgment	It indicates that the order is pending acknowledgment from the supplier.
Pending Approval	It indicates that the order is pending approval.
Pending Change Approval	It indicates that the order is pending the approval of a change proposed by the buyer or the supplier.
Pending Signature Preparation	It indicates that the order is pending signature preparation.
Rejected During Approval	It indicates that the order is rejected during approval or supplier acknowledgment.
Sent for Signature	It indicates that the order is sent for signature.

July 2023 | 2

Oracle Financials  
Procurement Statuses

UCR

---

Fund Statuses

Phase order line statuses and their descriptions:

Fund Status	Description
Funds Check Failed	It indicates that the funds check failed either because period is closed, or funds are not available for one or more control budgets that apply to one or more of the distributions contained in the requisition
Commitment Created	Indicates that a commitment was created
No Control Budget	Indicates that there is no control budget that applies to a requisition's distribution (i.e. COA or POET)
Incomplete or Canceled	Shows on requisitions that are Incomplete or Canceled
Funds Check Passed	Indicates that the funds check passed successfully, that funds are available, and the budgetary control period is open for all control budgets that apply to the distributions contained in the requisition
Funds Check Passed with Warning	Indicates that the funds check passed with warning. It indicates that the funds are insufficient, but the control budget allows for a tolerance amount or percentage over the available budget. This check funds status does not prevent submitting the requisition for approval. Upon submission, the user will receive a warning message and decide whether to continue with the approval
Funds Check Passed and Reserved	Indicates that the funds check passed successfully, funds are reserved, and the commitment is created

July 2023 | 3

Oracle Financials  
Procurement Statuses

UCR

---

Fund Statuses

Phase order line statuses and their descriptions:

Fund Status	Description
Order Line Canceled	It indicates that the order line is canceled.
No Further Fulfillment	It indicates that no further fulfillment activity is expected on the purchase order line.
No Further Invoicing	It indicates that no further invoicing activity is expected on the purchase order line.
No Further Receiving	It indicates that no further receiving activity is expected on the purchase order line.
Order Line Complete	It indicates that all receiving and invoicing activity on the purchase order line is complete.
Temporarily Suspended	It indicates that the receiving and invoicing activity is temporarily suspended on the order. These activities can resume after the hold is removed.
Open for Receiving and Invoicing	It indicates that the order line is open for receiving and invoicing activities.
Rejected by Supplier	It indicates that the order line is rejected by supplier during acknowledgment.

July 2023 | 4

Quick Reference Guide

# Still Pending? Was there a Change Order?

Job aid on how to create and review the approval process related to Change Orders.

## Oracle Financials Change Requests in Oracle Procurement



### Overview

A change request is submitted by a transactor at the PO level when something needs to be changed. If the PO has already been fully paid, it is not possible to change the PO.

If the PO was approved before the change order was entered, it will not progress until the change order is fully approved (if it isn't auto-approved by the system).

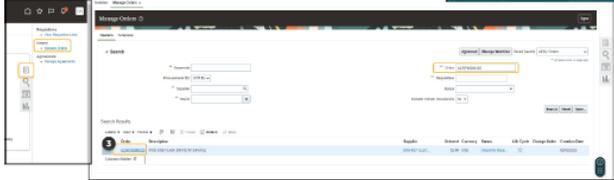
### Topics Covered

- Create a Change Order to a Purchase Order .....1
- Review the Status of the Change Order .....2

### Steps to Take

#### Create a Change Order to a Purchase Order

1. Login to **Oracle Financials** through the App Section of **RSpace**.
2. Under the **Procure to Pay** tab, click **Purchase Orders**
3. Search for the PO that needs to be changed (Menu > Manage Orders > Enter Search Parameters > Click the PO Number).



4. From the **Actions** menu, click **Edit**.



## Oracle Financials Change Requests in Oracle Procurement

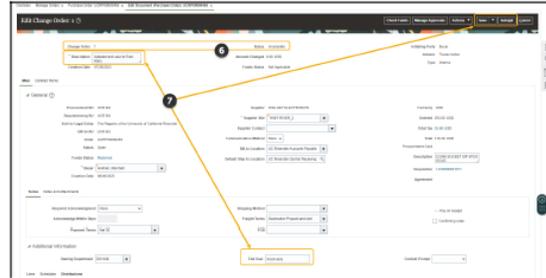


5. A **warning pop-up** will appear. To change the PO, click **Yes**.

**WARNING:** Clicking "Yes" creates a Change Order, even if you don't submit it and will stop the workflow of the PO until it is Deleted or Approved.



6. The change order number will appear based on how many change orders have been created on this specific PO. It will begin in **Incomplete Status**.
7. **Make changes** as needed, document the changes in the **description**, and then click **Save** and **Submit**.



#### Review the Status of the Change Order

1. From the **Procure to Pay** tab, select **Purchase Requisitions**.



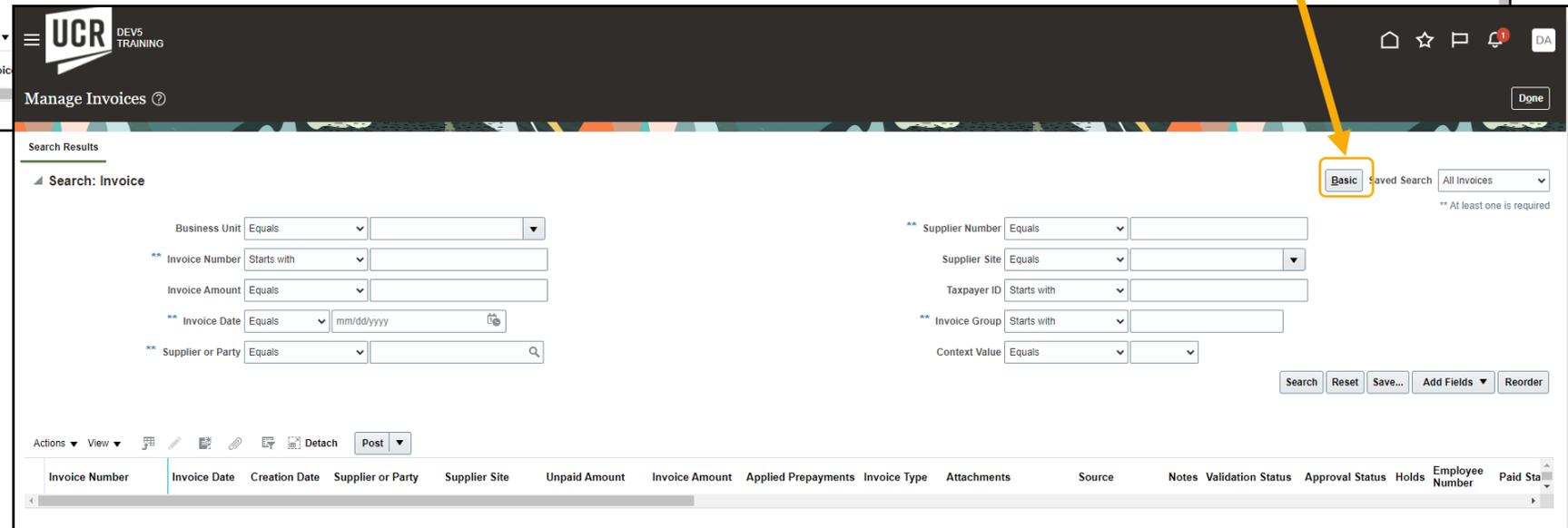
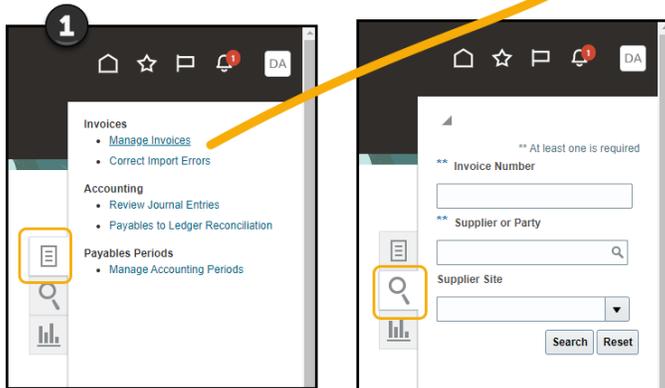
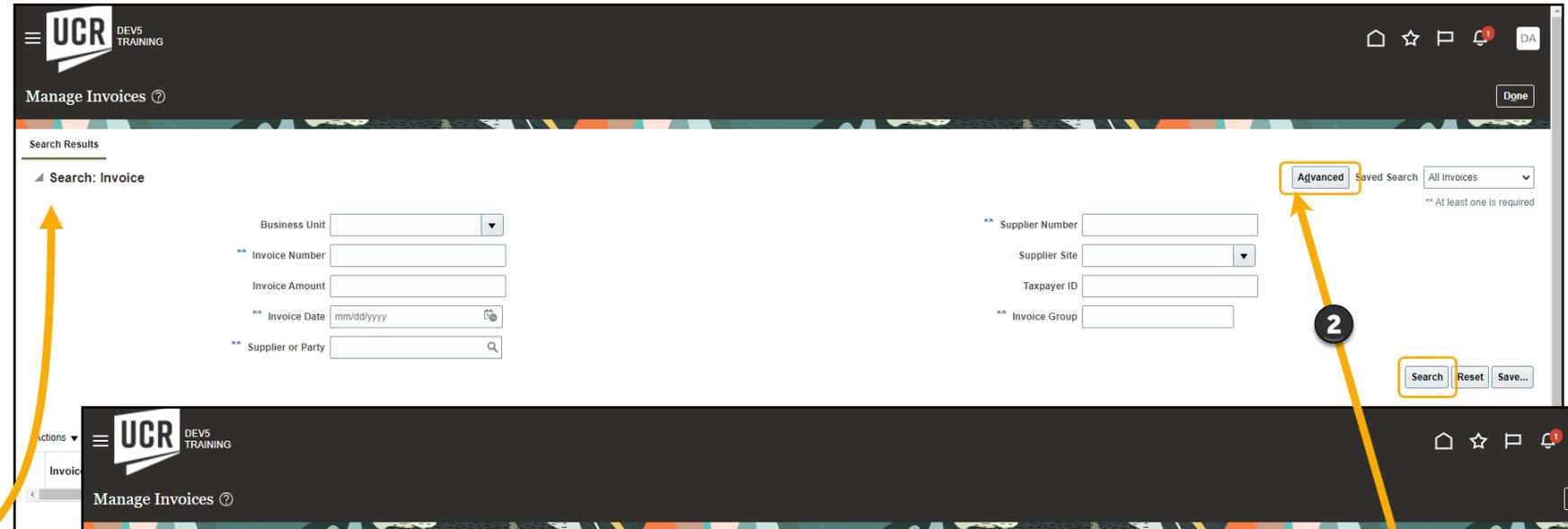
2. Open the Requisition associated with the Purchase Order by selecting **View More** or **Manage Requisitions**.



# How do I find? ... An Invoice?

1. From the home screen, select **Payables Invoices**. On the Invoices page, **click one of the icons** on the right to find Invoices. The **Tools** will take you to a detailed Search. (**Magnifying glass** will give you a simple search; the **List icon** will show recently opened POs).

2. Filter based on the parameter options. For additional options you can click **Advanced**.



# 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 shows the Oracle BPM Worklist interface. It includes a navigation menu on the left, a main content area with a table of tasks, and a 'Notifications' dropdown menu. The interface is annotated with numbered callouts (1-7) and text boxes explaining the steps to open the worklist and create a new view.

**My Tasks - Shows FYI notifications and tasks requiring actions.**

**Click the Plus Icon to add a new view.**

**Name the View, and then click the Green Plus above "Workflow Patterns" and change this to: Not Equals - FYI**

**This view will show all notifications that require action.**

Status	Title	Number	Creator	Assigned	Priority
	Approve Requisition UCRR00001212	290997	Michelle Ann H...	05/27/2023 11:30 PM	3
	Approve Requisition UCRR00001211	290706	Michelle Ann H...	05/26/2023 11:21 PM	3
	Approve Requisition UCRR00001017	290816	Michelle Ann H...	05/25/2023 11:55 PM	3
	Approve Requisition UCRR00001174	290804	Michelle Ann H...	05/25/2023 11:50 PM	3

**Edit User View: user view**

Definition Display

Name: user view

Assignee: Me & My Group

Match: All

Workflow Pattern: not equals FYI

Share View: Definition only Data

Users: [ ]

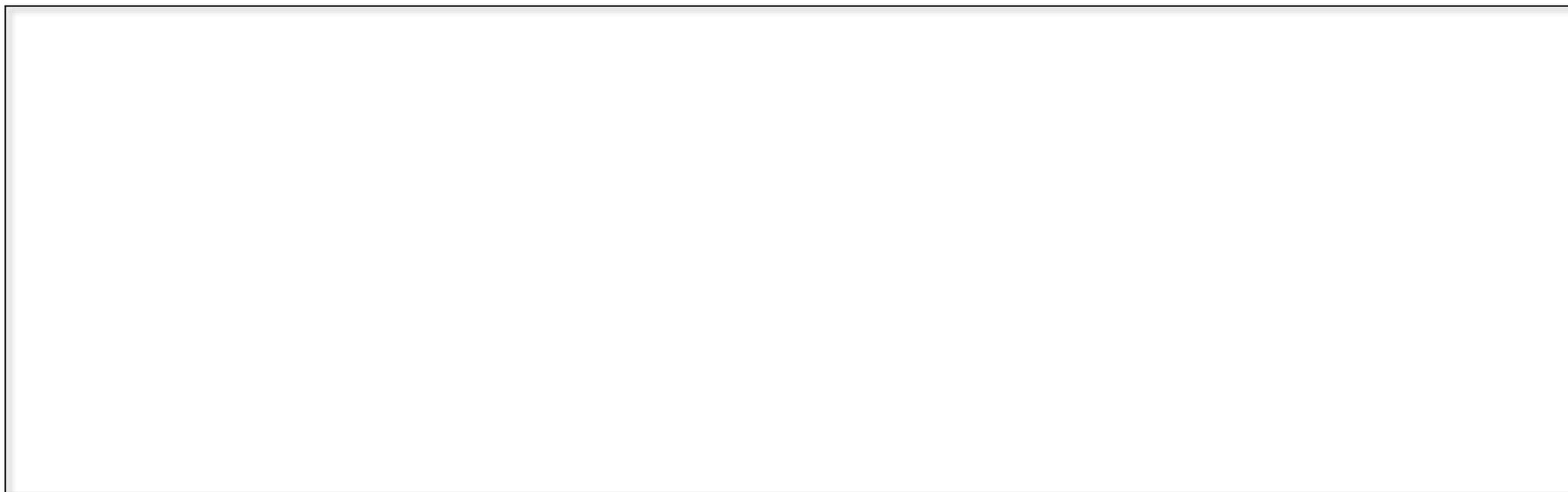
Groups: [ ]

OK Cancel

# Where is “Okay to Pay”? (Receiver Role)

Reminder, “Okay to Pay” is not an Oracle term. A department-designated Receiver is identified for each department (due to the separation of duties, this should be a different person than the Transactor). If you are a Receiver that needs support, many Oracle Guided Learning guides are available to walk you through new processes (ex., Receipt Types, Create Receipt, and Partial Receipting).

If you are getting Receiver notifications but are not the Receiver, create and submit a change order to the PO to update the Receiver to the correct individual.



[Link to OGL Guide](#)

# 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. ([link to quick reference guide](#))  
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

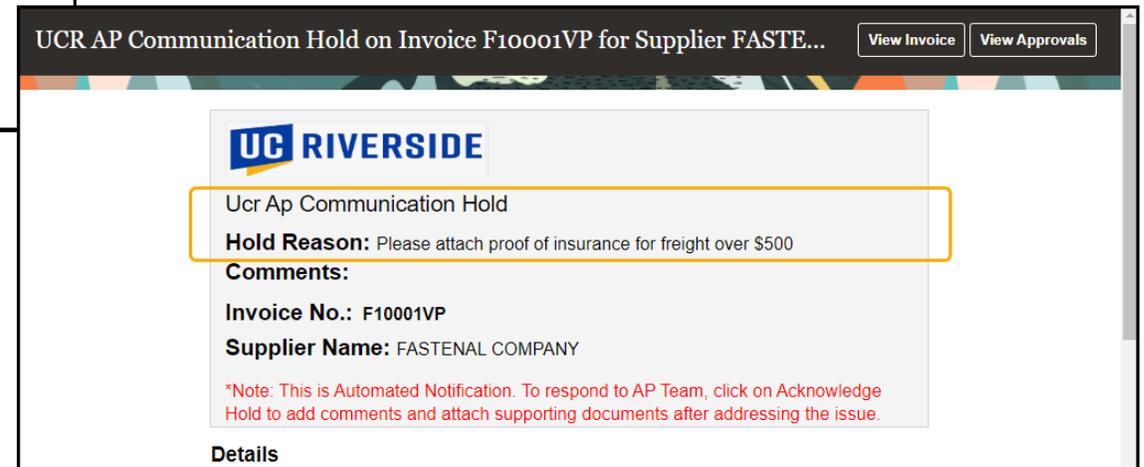
Sahin Nguyen

## 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

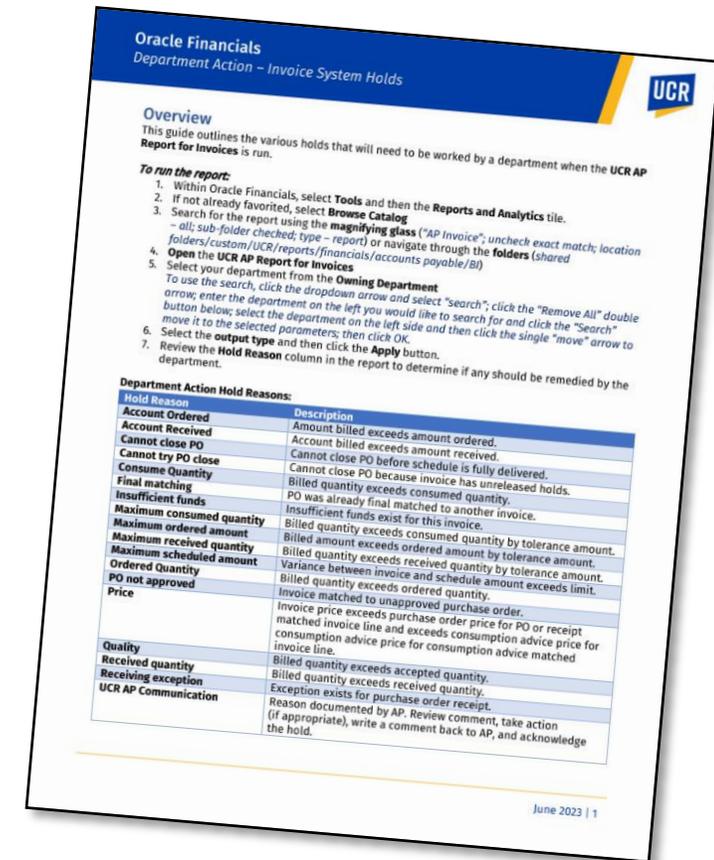
# Department Action Hold Reasons

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](#)

# 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 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

# Column added - UCR Purchase Order Encumbrance Report

- This column was added to reflect the Burden Cost, aka "indirect costs" associated with Contract and Grant PO purchases. For further guidance on this topic, you can refer to the resource: [Contract and Grants Burden Costs Guide](#).
- The column was added so that the encumbrance total on the **Financial Transaction Detail Report** would align with the amounts reported on the **UCR Purchase Order Encumbrance Report**.

# Looker Training & Communication – August 2023

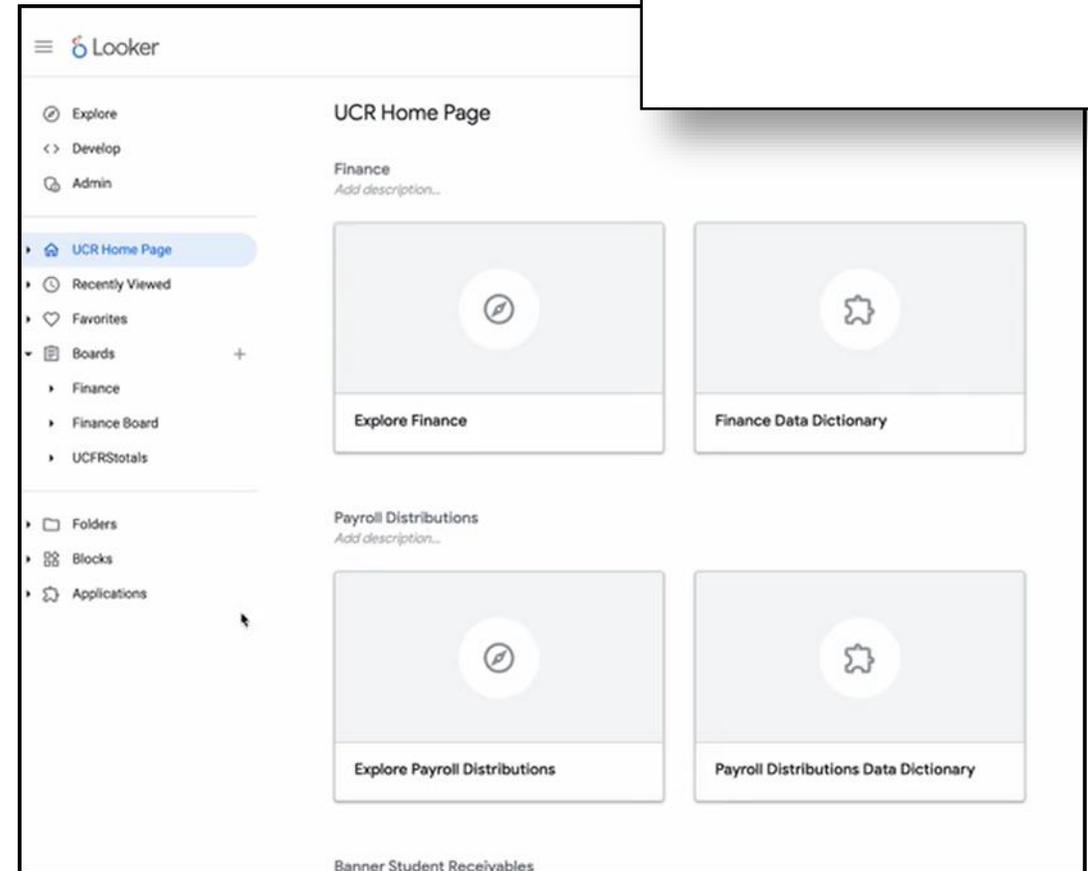
## Current Training Available:

- 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.**



# Training Feedback?

Think the training is great? Think it is not? Needs improvement?

Please share actionable feedback so that we can continue to make the courses more impactful!

**Finance Administration & Practices in the UCLC**

Key: New Courses Currently Available Post Go-live UCR

	Foundational Training	Complete Foundational Training First		Financial Managers & CFAO	Faculty, Researcher & PD/PI	Requester	Specialized Processes & Programs
WBT	Oracle: Budget & Financial Systems Introduction	Department Transactor	Department Analyst	Oracle: Financial Management	UCR Finance and Research Systems for Academics	Oracle: Budget & Financial Systems Introduction	SAA Training
	UCR Chart of Accounts	Oracle: Buying and Paying	Oracle: General Ledger	Oracle: Financial Approvals	Oracle for Academics	UCR Chart of Accounts	PCard Training
	Reporting Tools & Dashboards	Concur: Travel Reimbursements (if needed)	Oracle: Budget	Reporting Tools & Dashboards	Kuali & Oracle: Contracts & Grants for Academics	Oracle: Requester	SmartView Training
	Oracle: Financial Boundary Systems & Tools	Concur: Non-Travel Reimbursements (if needed)	Oracle: PPM for Contracts & Grants (if needed)	Oracle: Budget Development	Concur for Academics		Travel & Entertainment Card
			Kuali SP: Proposal Development (if needed)		Kuali: Research Systems & Tools		PCI DSS Security Awareness Training (SAT)
			Oracle: Budget Development				Cash Handling: The Basics
ILT	Reporting Tools & Dashboards Workshop	Oracle: Buying and Paying Workshop	Oracle: Budget Workshop	Financial Management Reporting Workshop	Contracts & Grants for Academics Workshop		Enterprise Accountability Online
			Oracle: PPM for Contracts & Grants Workshop (if needed)	Oracle: Financial Management Workshop	UCR Finance and Research Systems for Academics Workshop		Foundation Gift Fund Details Report Overview
							Advanced Financial Reporting

[Link to Survey](#)

# Faculty Workshops! Coming up!

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

These workshops are opportunities to practice content provided in the Web Based Trainings.

Participants should **only register for one** of the two sessions based on if the Faculty, Researcher, PD/PI use the contracts & grants.

<b>Finance &amp; Research Systems for Academics (Non-Contract &amp; Grants)</b>	9/1/23 9-9:30	10/13/23 8:30-9	11/3/23 9-9:30
<b>Package:</b> <b>Finance &amp; Research Systems for Academics</b> and <b>Contracts &amp; Grants for Academics Workshop</b>	9/7/23 8:30-9:30	10/9/23 9:30-10:30	11/17/23 12-1pm

[Link to Learning Path](#)

# What's Available on the Websites?

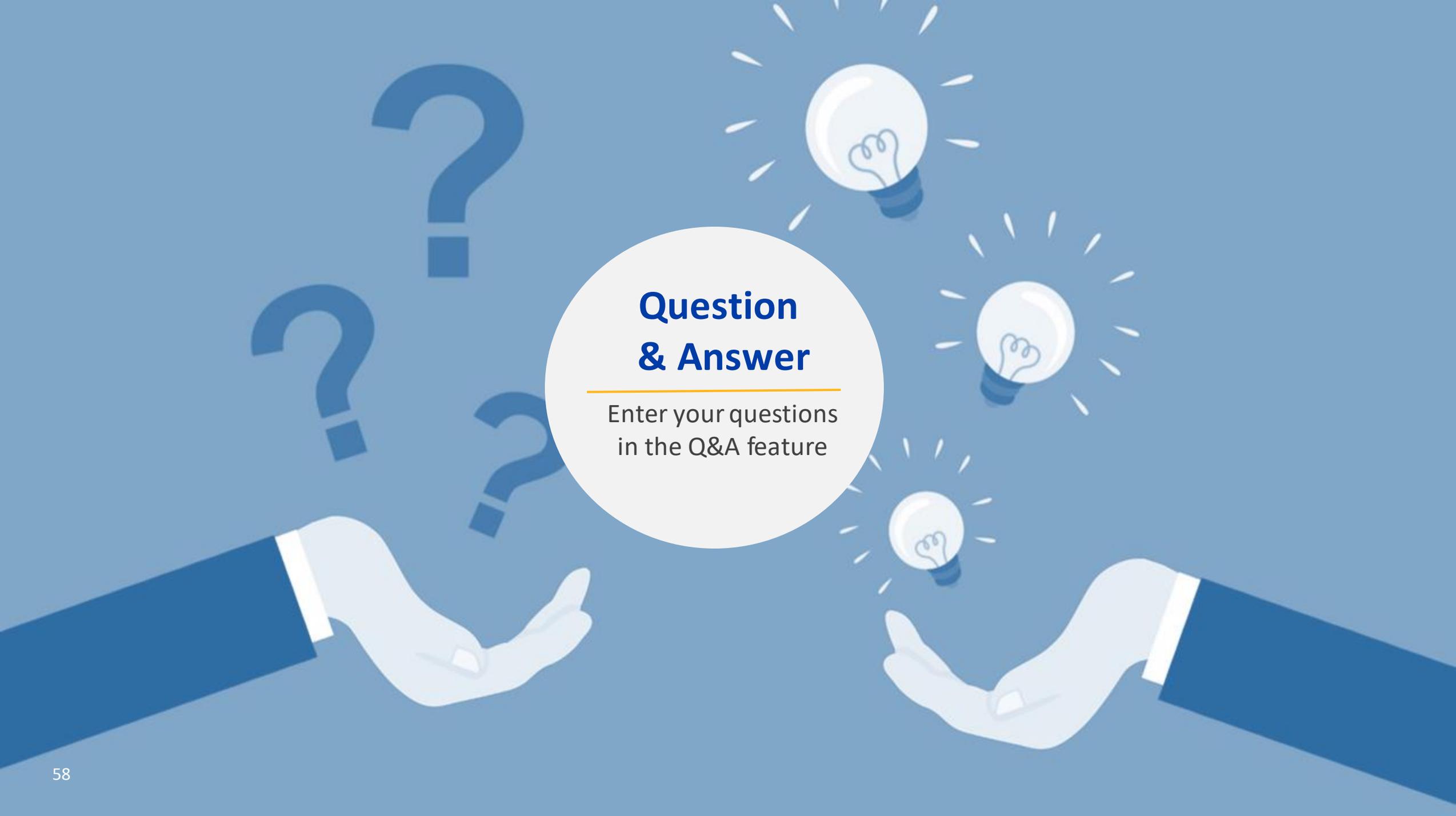
## Impact23

- About the project
- Stay connected (recorded meetings, etc.)
- Cutover & FYE Close details
- Concur, Quali, Oracle & Reporting
- Training (Learning Paths, Oracle Guided Learning, Concur FAQs, & Oracle FAQs)
- Support (Known Issues Tracker, Communities of Practice, Office Hours, Help Tickets, & Concierge Line)

## FP&A – New Financial Information tab

- COA Management Guide
- Installing SmartView
- OGL Extension
- Budget Q&A
- Budget Support





## Question & Answer

Enter your questions  
in the Q&A feature



**Thank you!**

Website: [Impact23.ucr.edu](https://Impact23.ucr.edu)