Impact23 User Group Meeting

August 3, 2023

Agenda

Topic	Presenter
Welcome and Housekeeping	Asirra Suguitan
Budget & COA	Kristina Breckenridge & Asirra Suguitan
Contracts & Grants	Bobbi McCracken
Procure to Pay	Anna Leynes & Helen Kotke
Travel & Expense	Helen Kotke & Josh Hoerger
Question & Answer	Josh Hoerger

Upcoming System Deployments

Target	Application Name	Additional Information
Jul	Guest Traveler Routing	Live
Aug	Web Recharge	• **Legacy:** Currently working on converting the legacy Web Recharge application to read-only per user requests. • **New:** In August, the Web Recharge application will undergo an additional development and testing cycle.
Aug	Looker	• **Phase 1 Payroll Distribution:** Targeting mid-August • **Phase 2 Finance (Oracle GL & Budget):** Targeting mid-August
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

Budget & COA

Oracle Budget & Oracle COA Management

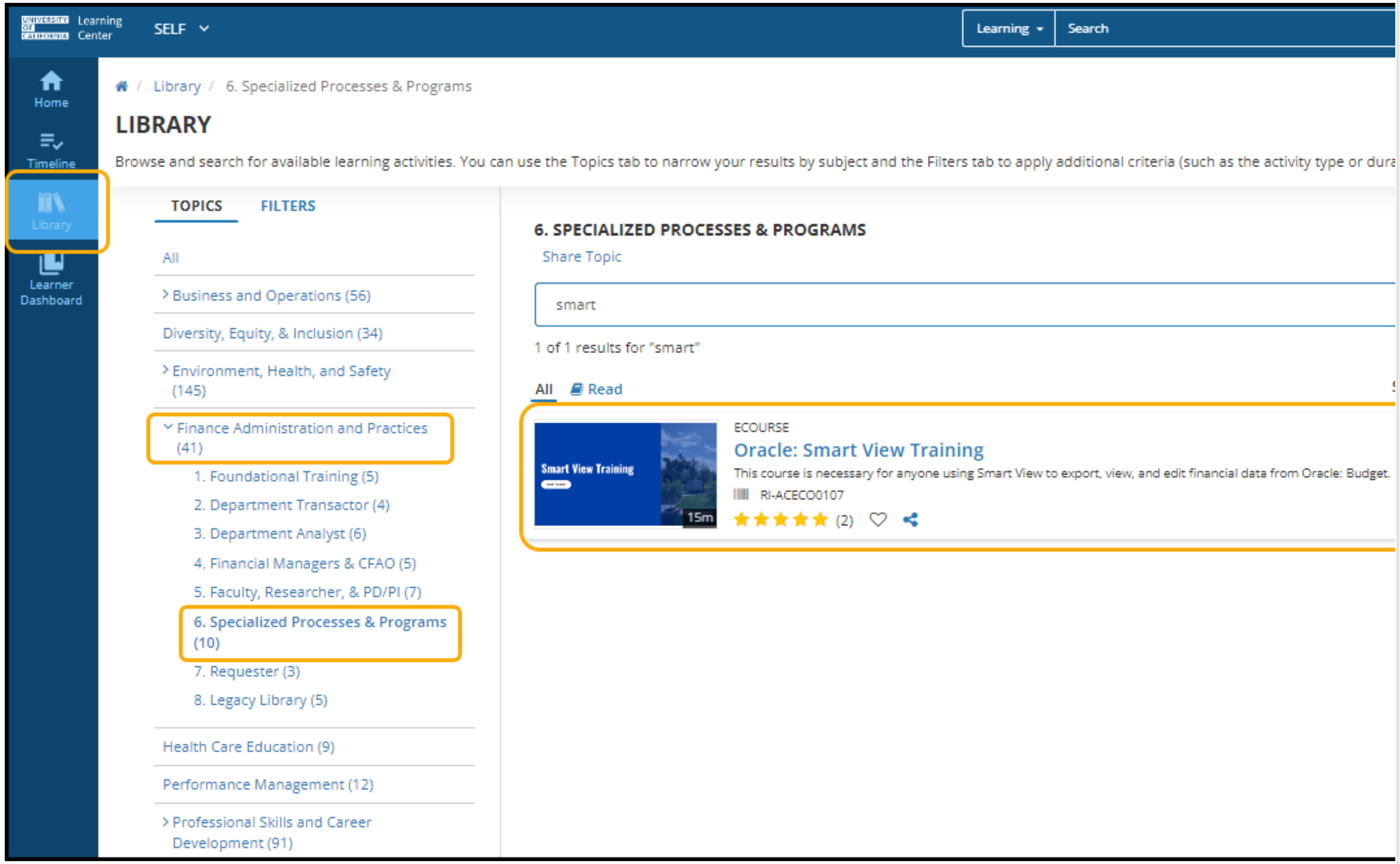
- All budgets are being loaded into Oracle Budget without Flex fields. Therefore, when viewing the budget in Oracle, defaulting to the NO FLEX option is recommended unless any budgets have explicitly moved.

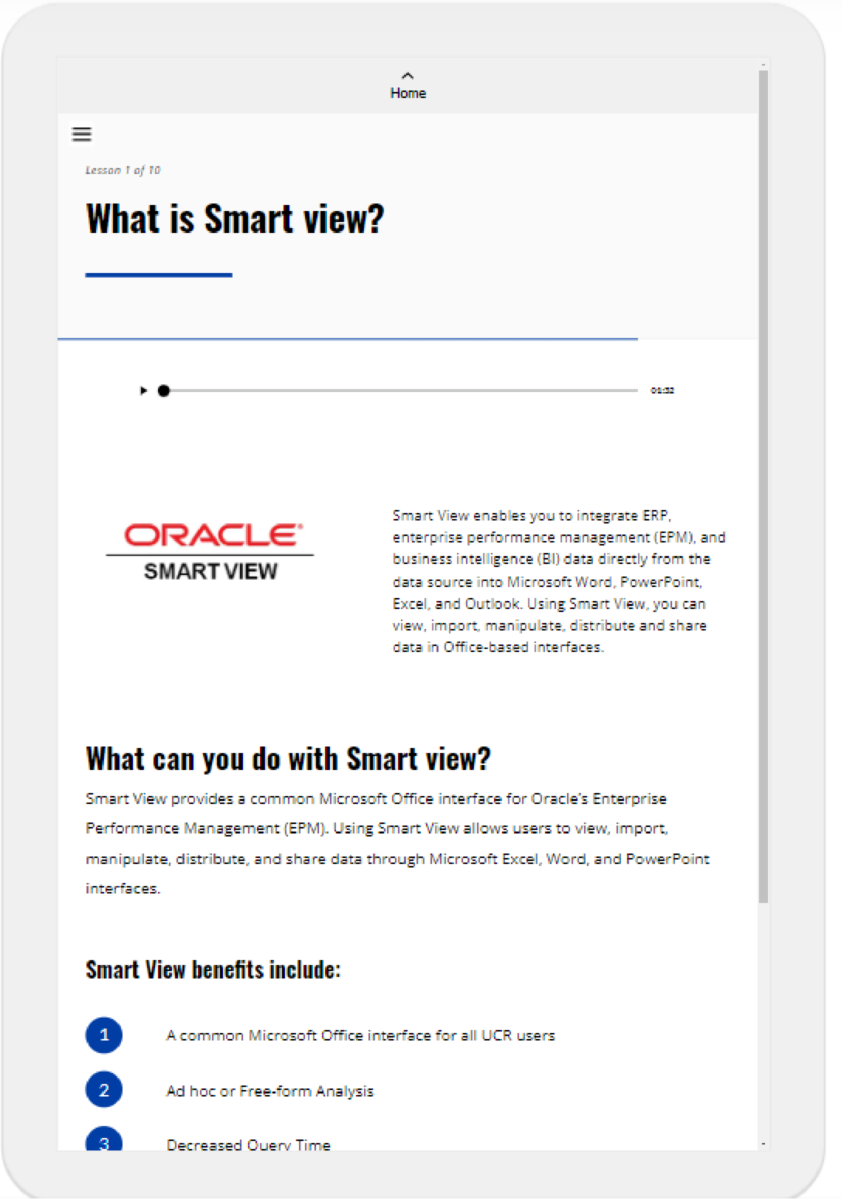
- To request new Flex2 values, the Org CFAO should submit the request to stephm@ucr.edu.
  Please ensure the request includes the following:

  - First and Last Name
  - NetID
  - Employee ID (Academics) or Student ID (Grad Students)
  - The non-C&G fund sources that require tracking with the Flex2 value

SmartView Training

Introducing the SmartView Training for Oracle Budget!





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 gain access, please consult your CFAO for guidance because all access is by Org.
- 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 are now visible in the new Golden Tree Viewer.

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

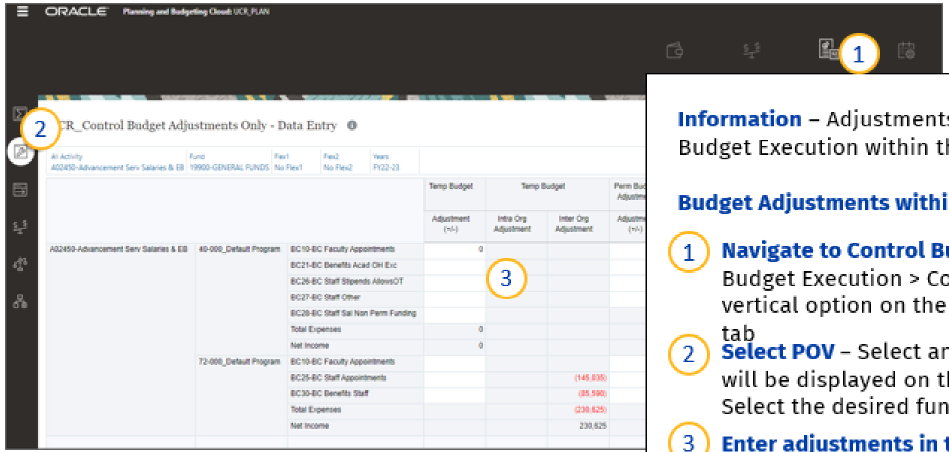
COA Validation Process – Temp Adjustments

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.
- Final Perm 6/30 budgets were uploaded last week.
- Balances as of 5/31 for Non-Perm Budget Funds were loaded as Rollover (aka carryforward) in Oracle Budget. Final Rollover (CFD) Balances will be loaded in mid-August.

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 Adj moving $1 to BC75 from an activity with a perm budget
- Note this workaround should only be performed if the COA combination is valid and a carryforward budget is reasonably expected.



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.

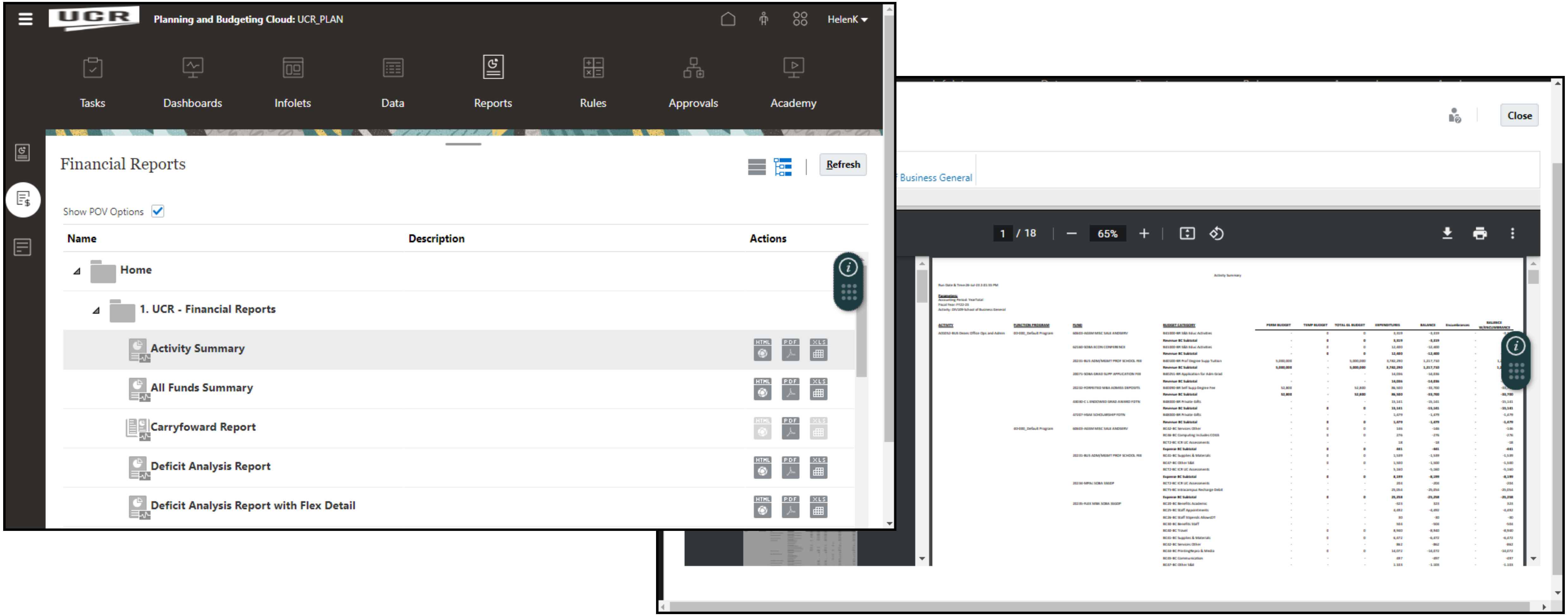
   Adjustments that do not net to zero will trigger an error message to pop up

Please report any error codes via ServiceNow.

Correct Function

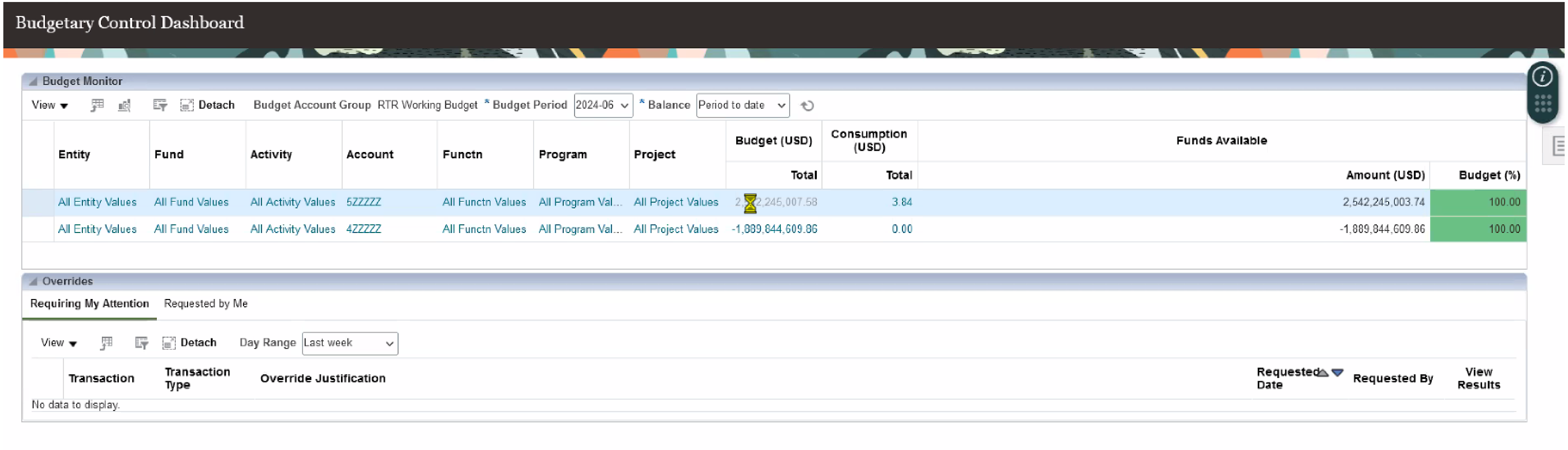
The conversion of budget data included a function clean-up. For example, the administrative functions in Colleges/Schools used to be function 40, but it should be function 43. FP&A will be posting a Function Cheat-Sheet next week on our website.

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



Budgetary Control Dashboard

Access: Requires the "UCR Budget Inquiry JR" to see the Dashboard.
Navigation: Oracle Financials > General Accounting > Budgetary Control



Contracts & Grants

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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).

General Ledger - COA Chartstring								
Entity	Fund	Activity	Account	Functn	Program	Project	Flex 1	Flex 2

PPM Subledger - POETAF Chartstring					
Project	Expenditure Org	Expenditure Type	Task	Award	Funding Source

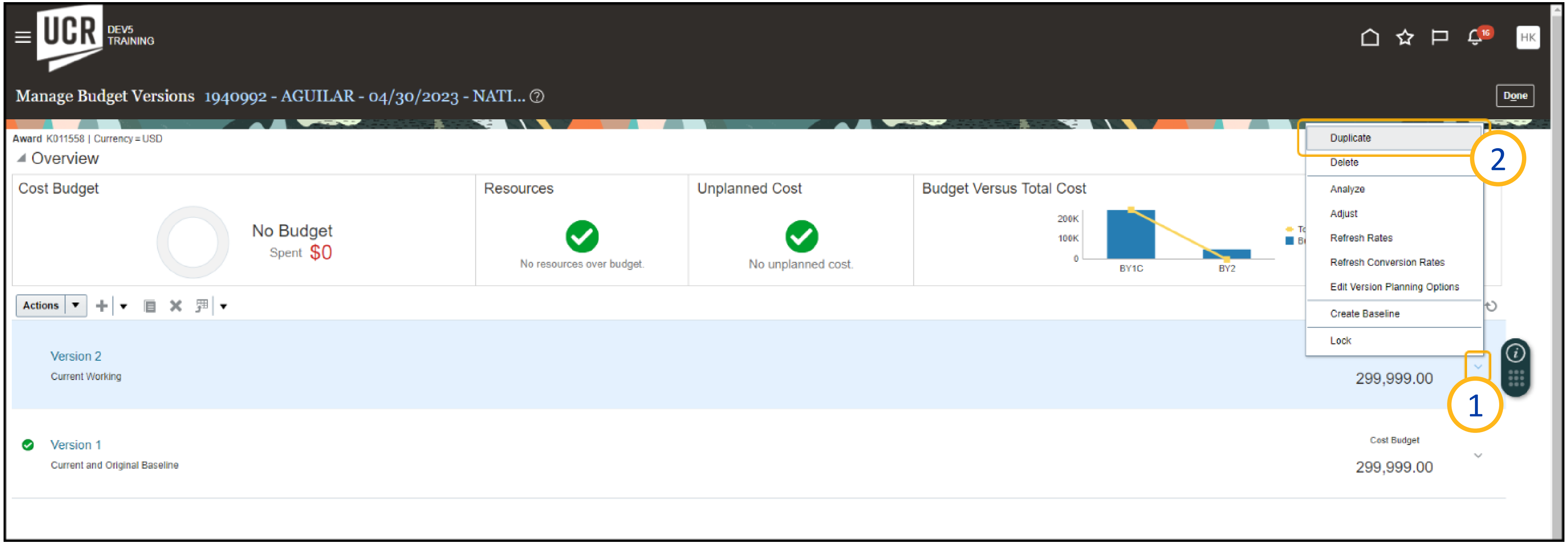
Non Contract & Grant Funds associated with a Faculty member – Use FLEX 2

- 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.

Converted Awards/Duplicate Version

Converted awards must be copied to create a working version of the budget.



1 **Click Arrow** – Right click on the dropdown arrow for menu

2 **Duplicate** – Select Duplicate to create a copy of the most recent version.

★ **Duplicate** –

- Use caution when duplicating a budget. If you don't know what is in the working version, then duplicate the baseline. Otherwise, use the current working version.
- As a reminder, a new working version is created whenever you create a baseline.
- Duplicating will copy the most recent version regardless of what was selected. This is a known issue and will be resolved in a future system update.

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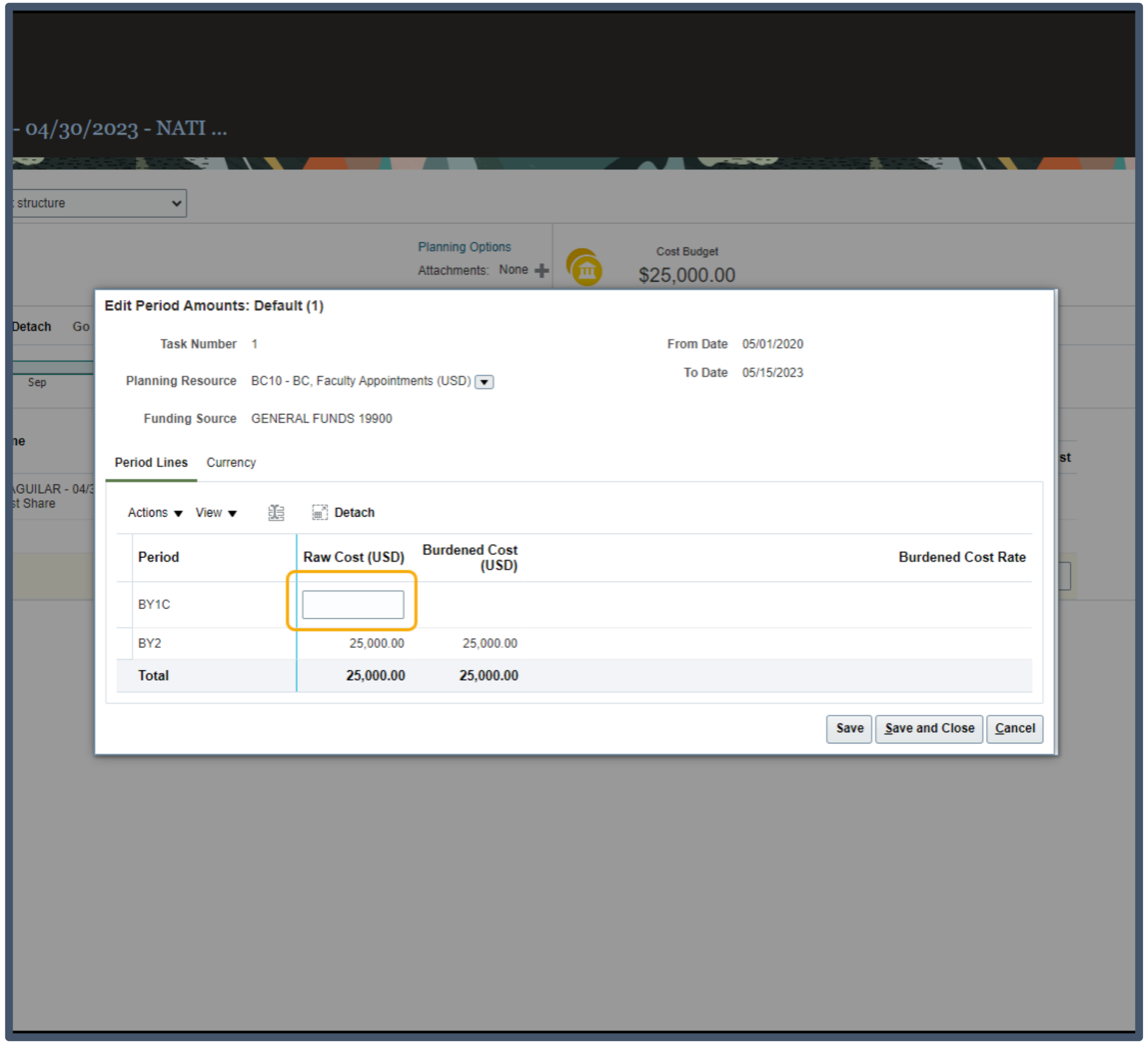
Replacement Budget



PPM Budget is Inception to Date not incremental.

- *UCRFS was an incremental system*, so budgets were displayed as debit and credit transactions with individual journal ids
- PPM budget focus is on the inception to date budget amounts; budgets are replacement not incremental. The total of all project budgets must equal the total award amount
- Note the Raw Cost AND the Burdened Cost must be exactly the same. UCR budgets for F&A in BC80, not at the individual BC level
- BY1C contains the converted budget and costs, do not modify BY1C budget

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**.

UCR PURCHASE ORDER ENCUMBRANCE REPORT

Parameters															
Business Unit	UCR BU							Page No.	1						
Organization	All							Run Date	07/05/2023						
Division	All							Run Time	9:17:23 AM						
Department	[D01047 Botany and Plant Sciences Dept,D01257 Institute of Genomics Dept,D01263 Center for Plant Cell Biology Dept,D01239 Genetics Program Dept,D01266 Plant Transformation Facility Dept]														
Activity Code	All														
PO	PO Date	Supplier ID	Supplier Name	Entity	Fund	Activity	Account	Functn	Program	Project	Flex 1	Flex 2	Encum Balance	Freight Tolerance	Burden Cost
11159821	06-27-2023	0000003667	STERIS CORPORATION	1511	19900	A01082	570240	44	000	0000000000	0000000000	00000000	$11,003.25		
												TOTAL PO Encumbrance Balance:	$11,003.25		

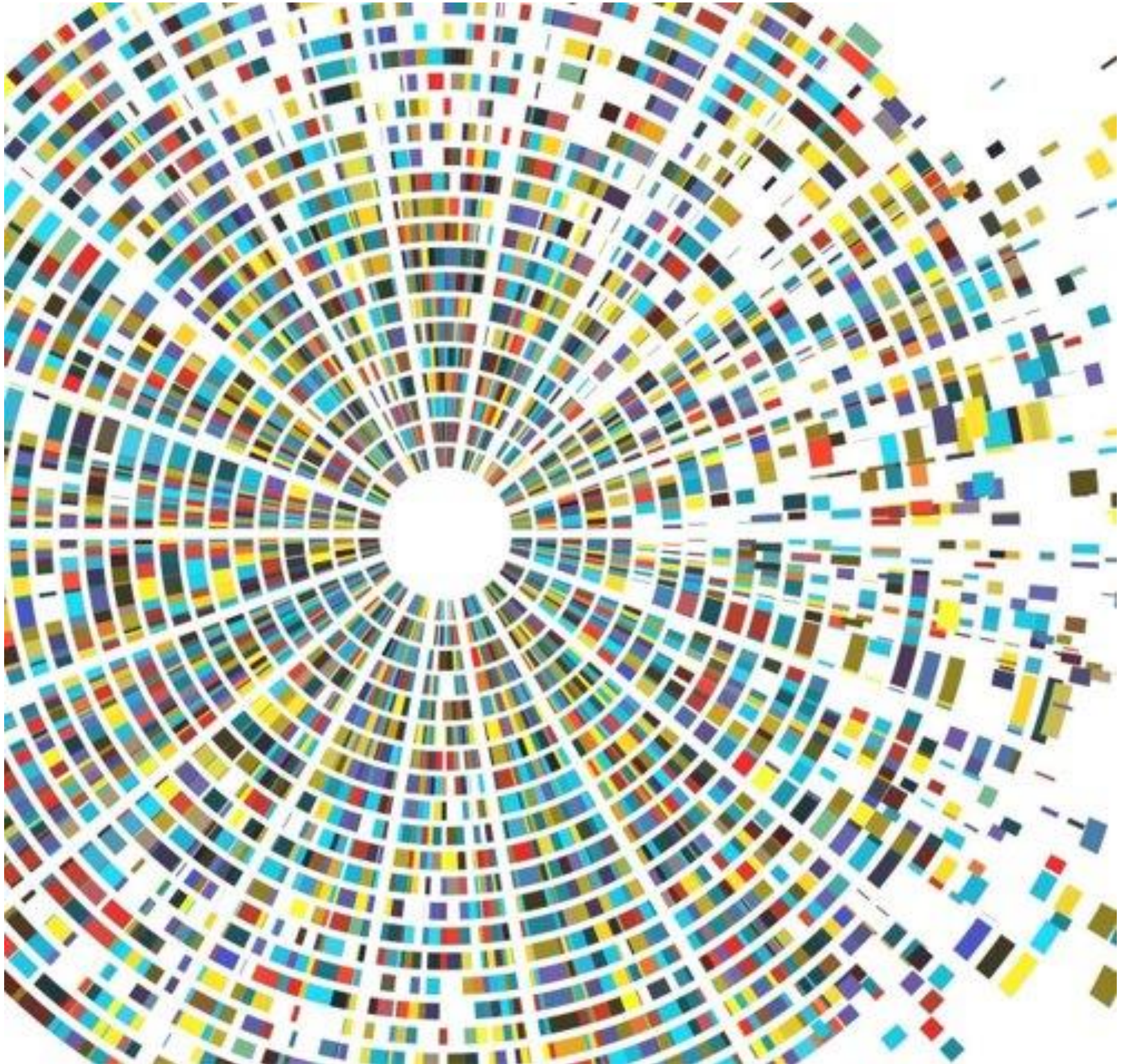
Known Issue – Missing Projects in Concur

Missing Projects in Concur:

Currently, **project codes that fall outside their designated start and end dates are inaccessible** in Concur.

We are in the process of making adjustments to the business rules.

The aim is to **enable "active" awards to remain accessible** even outside of their project start/end dates
to reconcile expenses incurred within the project's designated time frame.



Procure to Pay

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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.

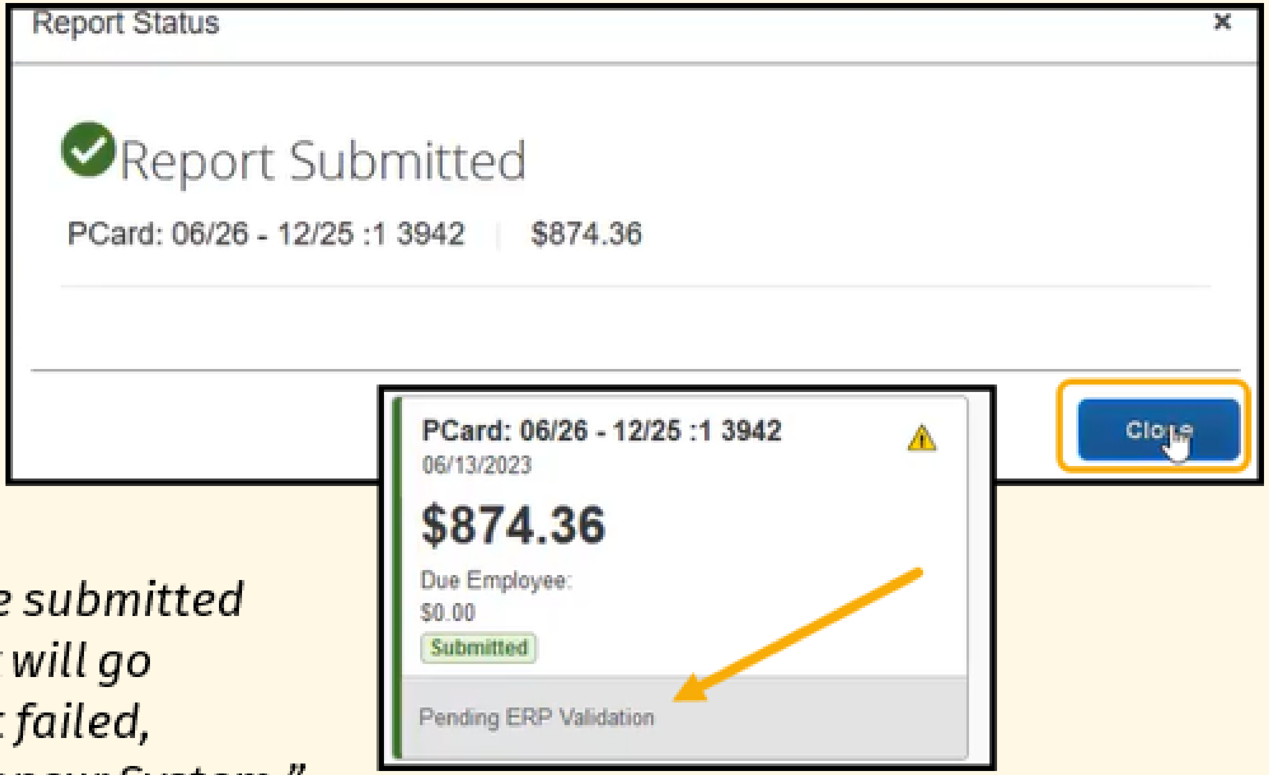
- **PCard Expense Reports:** It is essential to submit the PCard Expense Report to your Financial Approver by the 28th of the month (allowing three days after the 25th statement closing to distribute within the same period) and ensure approval before the last day of each month. Access this detailed step-by-step guide for completing the monthly PCard Expense Reports. *PCard Reports for July period ending cannot currently be submitted due to an issue with Oracle being able to process the reports. An error message has been added to Concur with this information. Escalation notices will not apply.

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

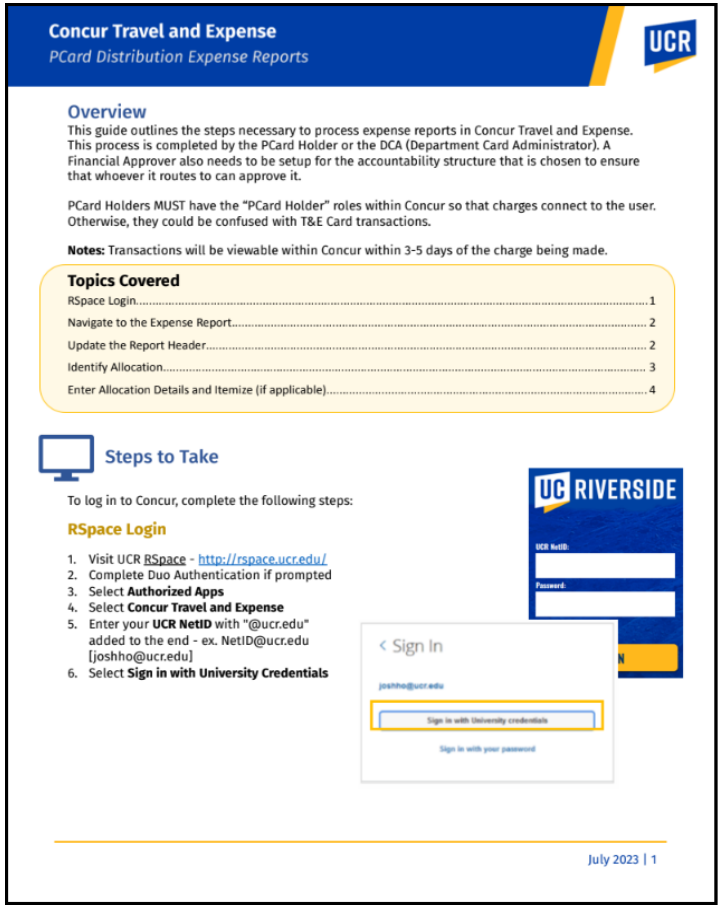


This process runs every 20 minutes. Once the submitted report has passed this validation, the report will go to the approver for review and approval. If it failed, it will remain stating "Sent Back to User – Concur System." This is process happens for both requests and expense reports.

What about PCard Charges (PCT)…. Expense Report Processing

General Process:

1. Navigate to the Expense Report
2. Update the Report Header
   DO NOT CHANGE THE REPORT NAME
3. Identify allocation(s)
4. Enter details and itemize (if applicable) for each expense



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

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**

Quick Reference Guide

PCard Expense Report Timeline

ALERT: Due to the integration with Oracle Financials, the July PCard Expense Reports submission has been delayed until at least Friday, 8/4.

PCard
Expense Report Timeline

26-25th

PCard Holder, DCA, or Delegate

Itemizes and allocates expenses (card charges) throughout the month in Concur. All roles receive notice of a charge.

25th

Billing Cycle Closed

Transactions made near the end of the month, such as on the 24th, may not be processed in time for the current billing cycle, which closes on the 25th. In such cases, the charge will be included in the following month's billing cycle.

28th

PCard Holder, DCA, or Delegate

First day PCard Expense Reports can be submitted to the Financial Approver.

Last day of the Month

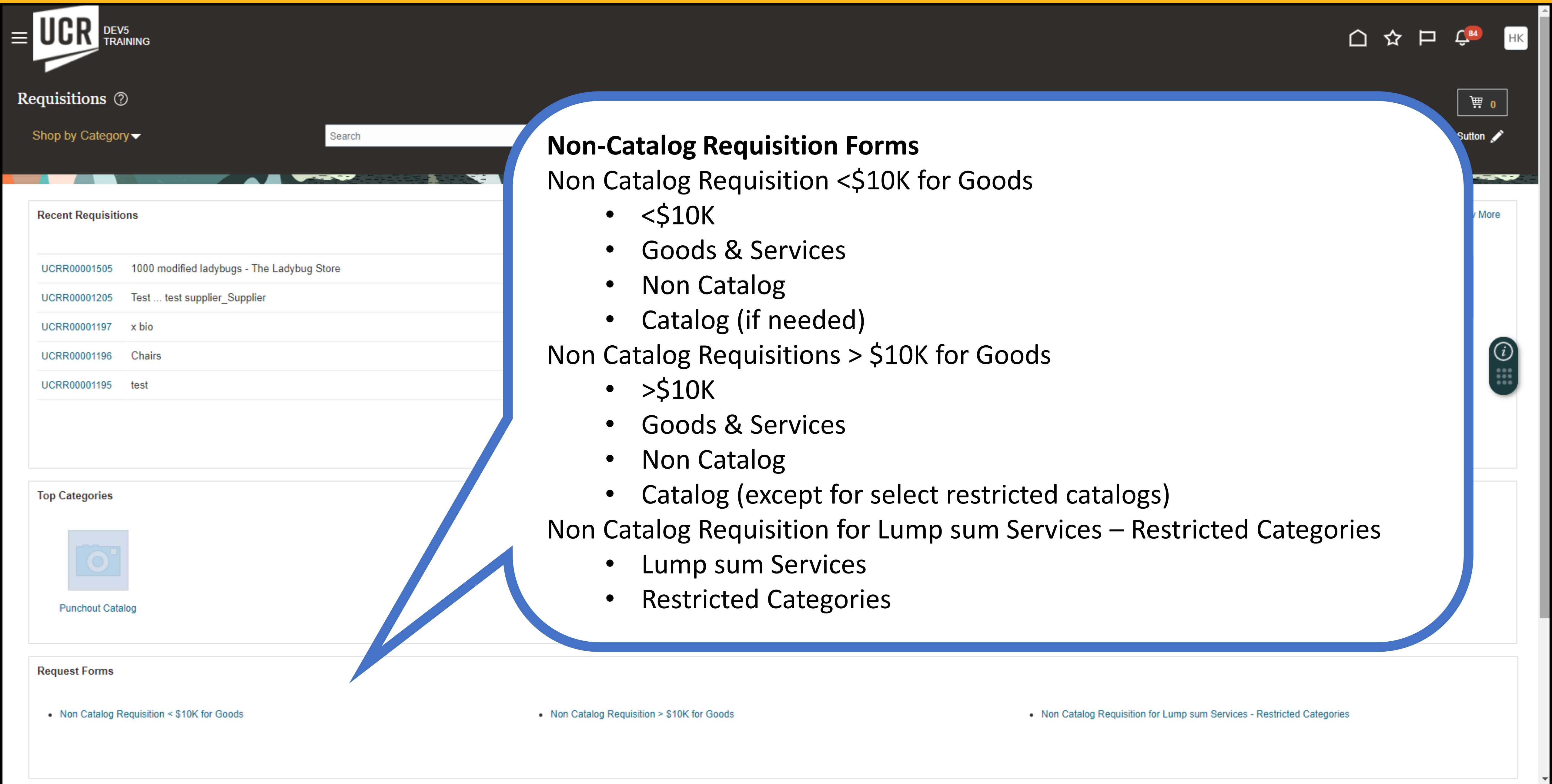
Financial Approver

If approved by the last day of the month, expenses will post in that month's ledger (accounting period).

Last Day to Approve before Escalation Notices Begin

To be determined and communicated.

Non-Catalog Requisition Forms



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 (except for select restricted catalogs)

Non Catalog Requisition for Lump sum Services – Restricted Categories

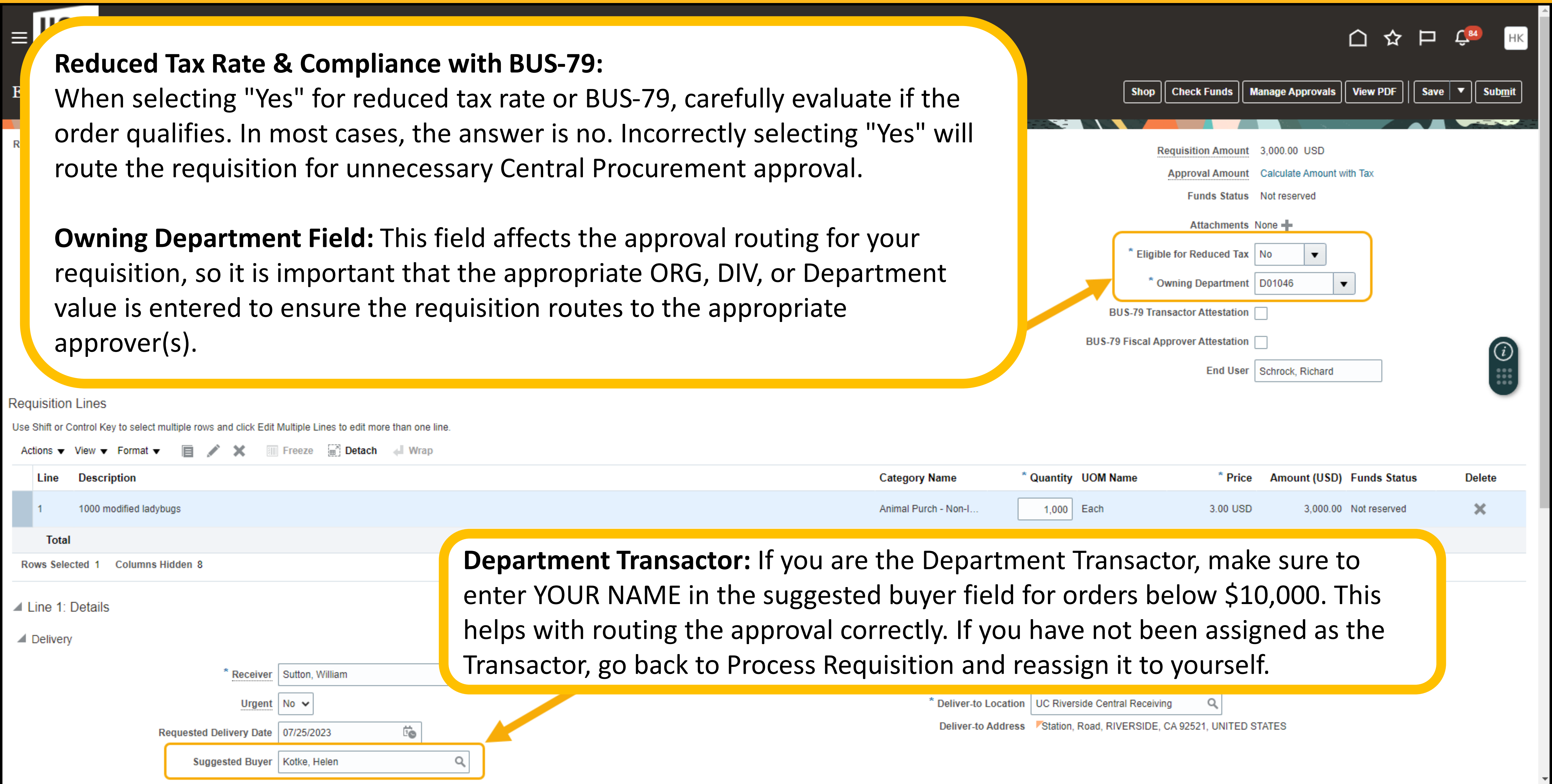
- Lump sum Services
- Restricted Categories

Requisition Reminders *(These Impact Approval Routing)*

Reduced Tax Rate & Compliance with BUS-79:
When selecting "Yes" for reduced tax rate or BUS-79, 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).

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.



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.

Worklist Creation

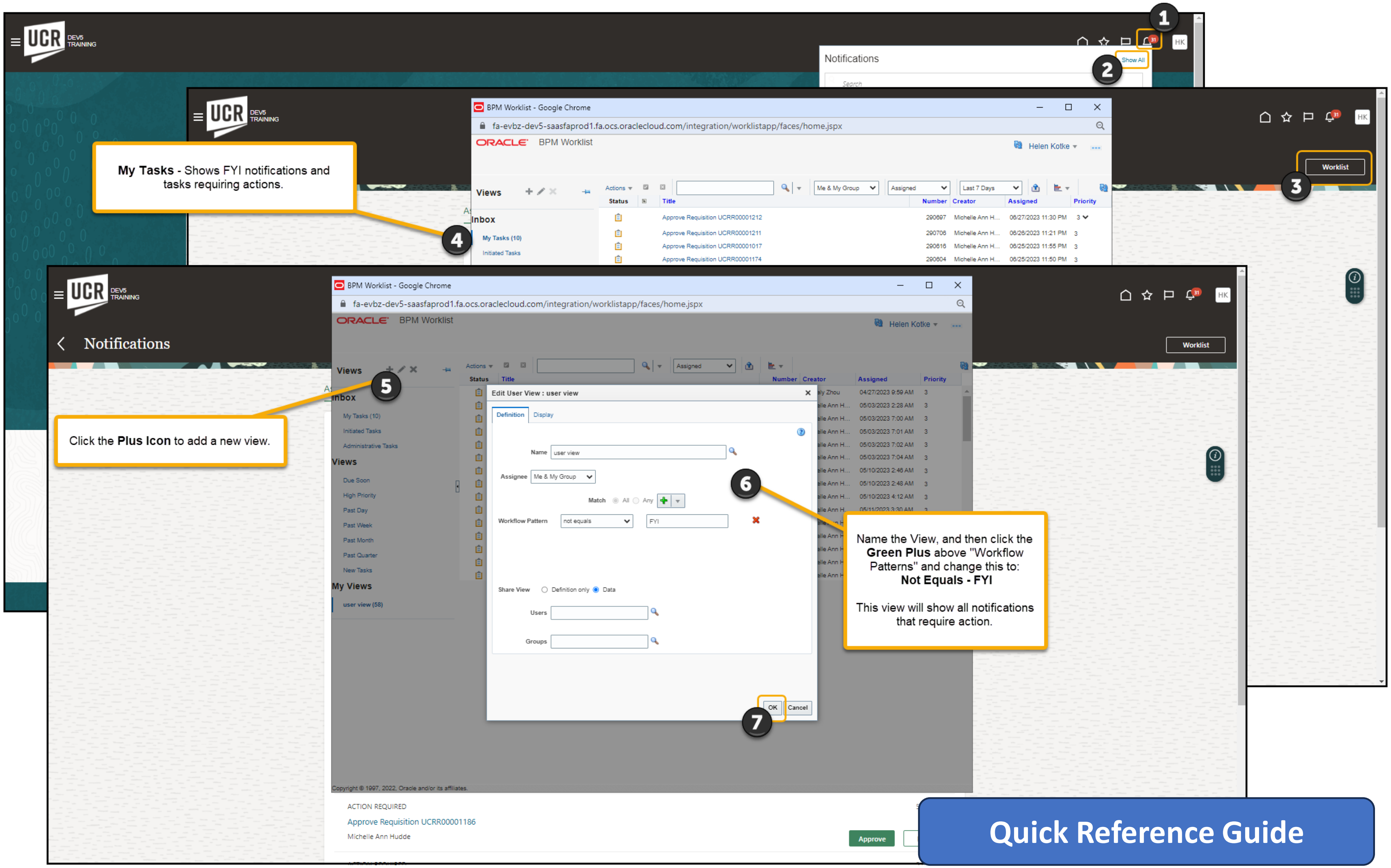
The worklist is a helpful way to manage notifications within Oracle.

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



Quick Reference Guide

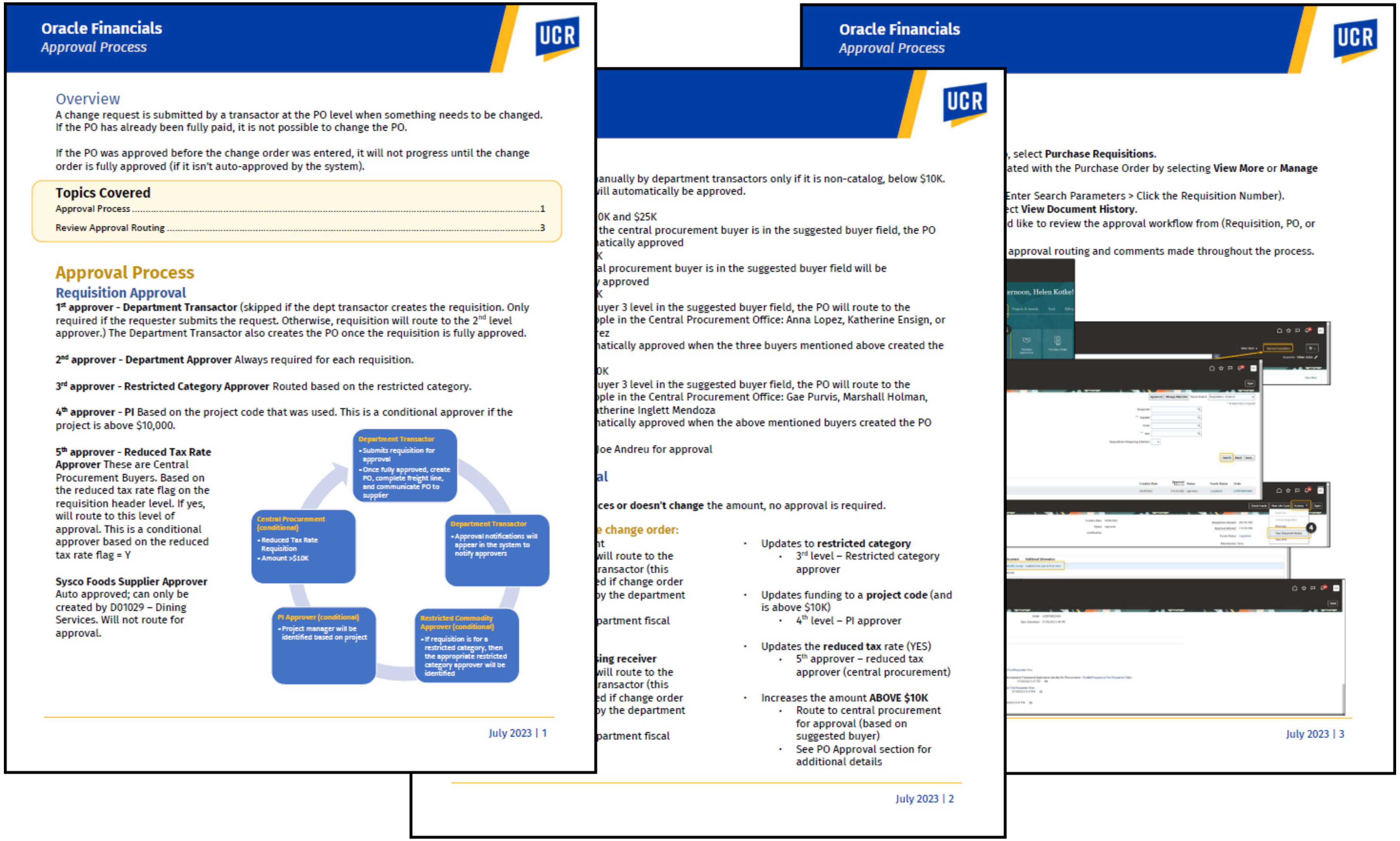
Approval Process & Review

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

Requisition Approval

1st 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 2nd level approver.) The Department Transactor also creates the PO once the requisition is fully approved.

2nd approver - Department Approver Always required for each requisition.

3rd approver - Restricted Category Approver Routed based on the restricted category.

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

5th 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.

Quick Reference Guide

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.

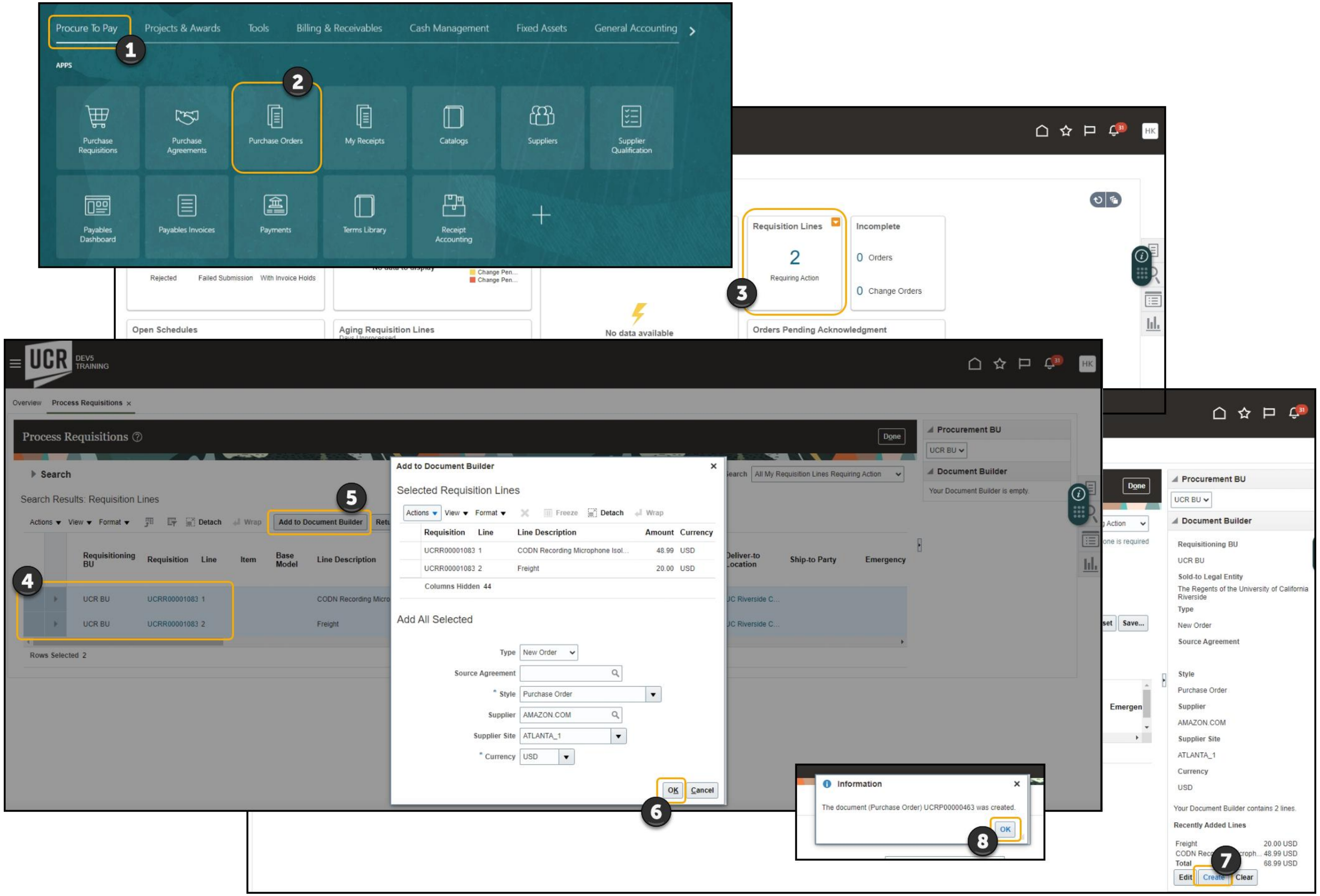
If your PO did not convert – create a new requisition!

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

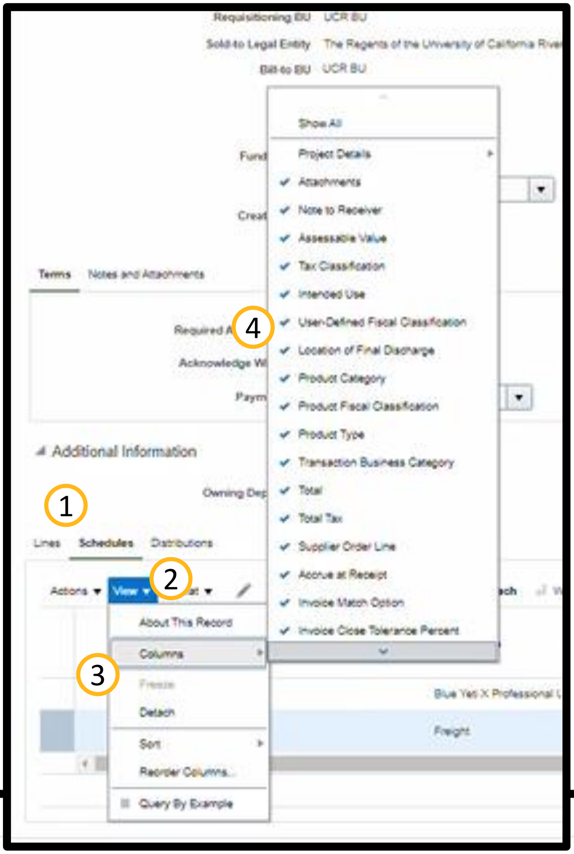
1. Procure to Pay
2. Purchase Orders
3. Select the Requisition Lines Requiring Actions
4. Select all rows associated with the specific requisition number
5. Add to document builder
6. Click OK
7. Click Create
8. A confirmation pop-up will appear. Click OK

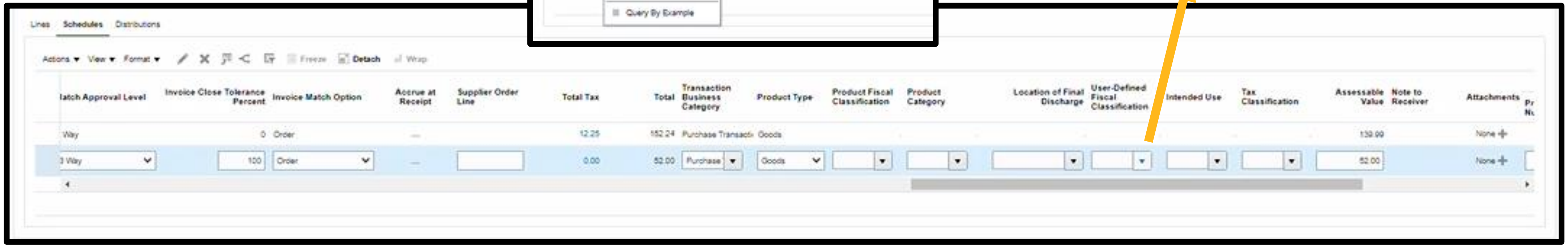


PO Creation – What if a row is Non-Taxable?

Update a PO Row to Non-Taxable

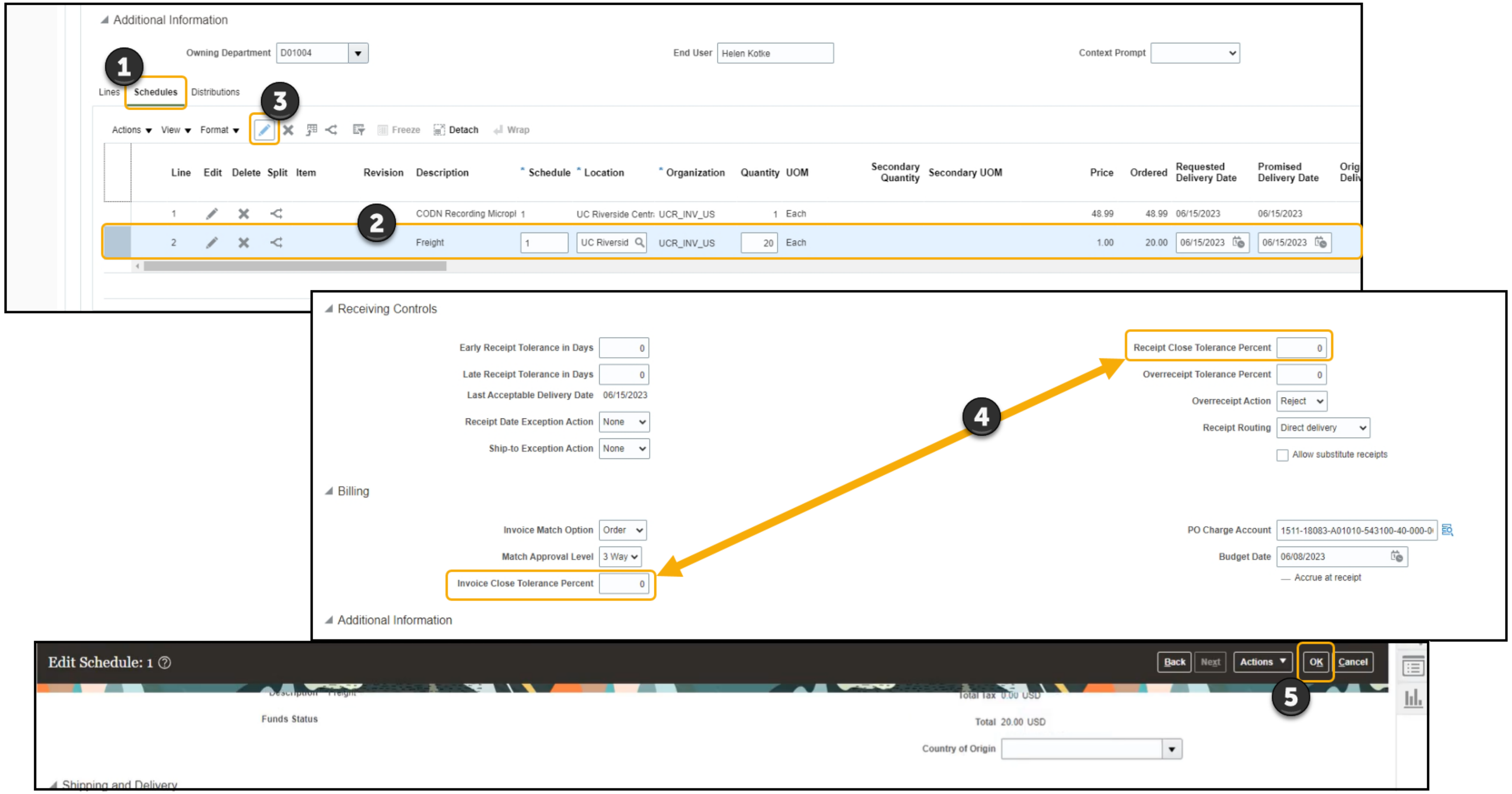
1. In the PO, select the Schedules tab
2. View
3. Columns
4. Add "User Defined Fiscal Classification“ field
5. change that field to "Override to Non-Taxable“ and click Save





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

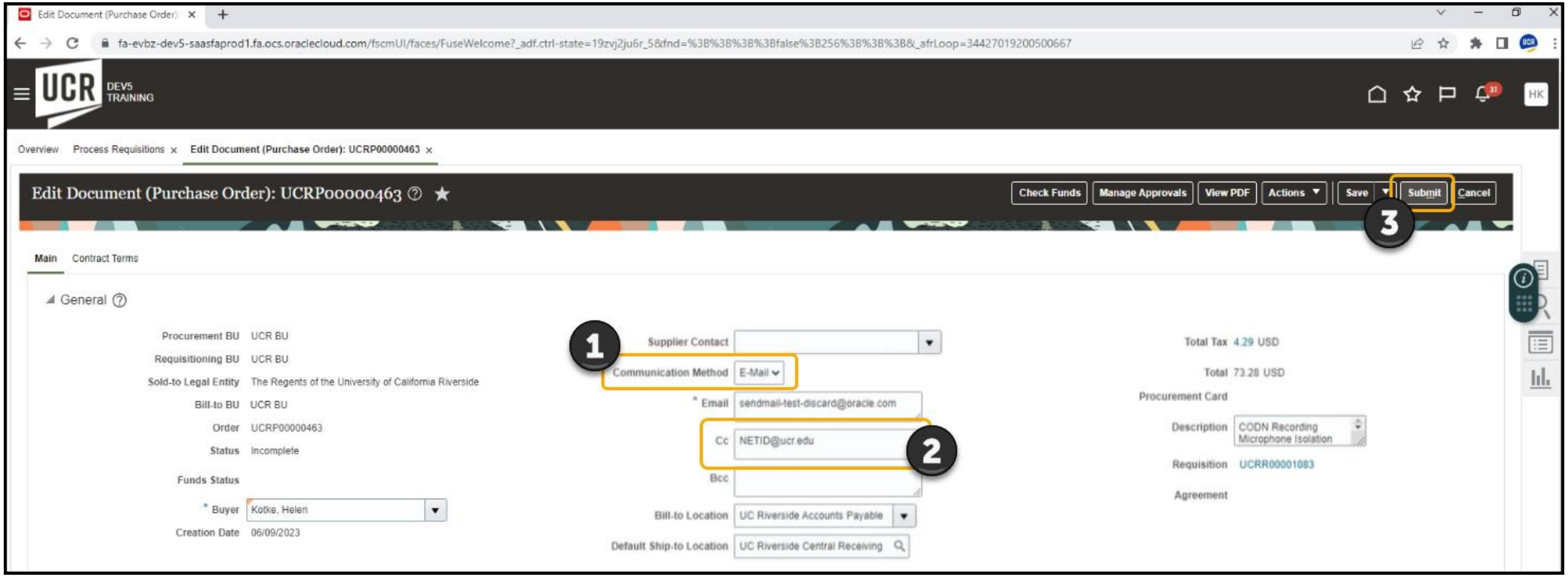
1. In the Additional Information section, select Schedules
2. Select the **Freight** line
3. Click the **Pencil** icon to edit
4. Update **Receipt Close Tolerance Percent** and the **Invoice Close Tolerance Percent** to 100
5. Once done, click **OK**

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

Communicate PO – Transactor Reminder

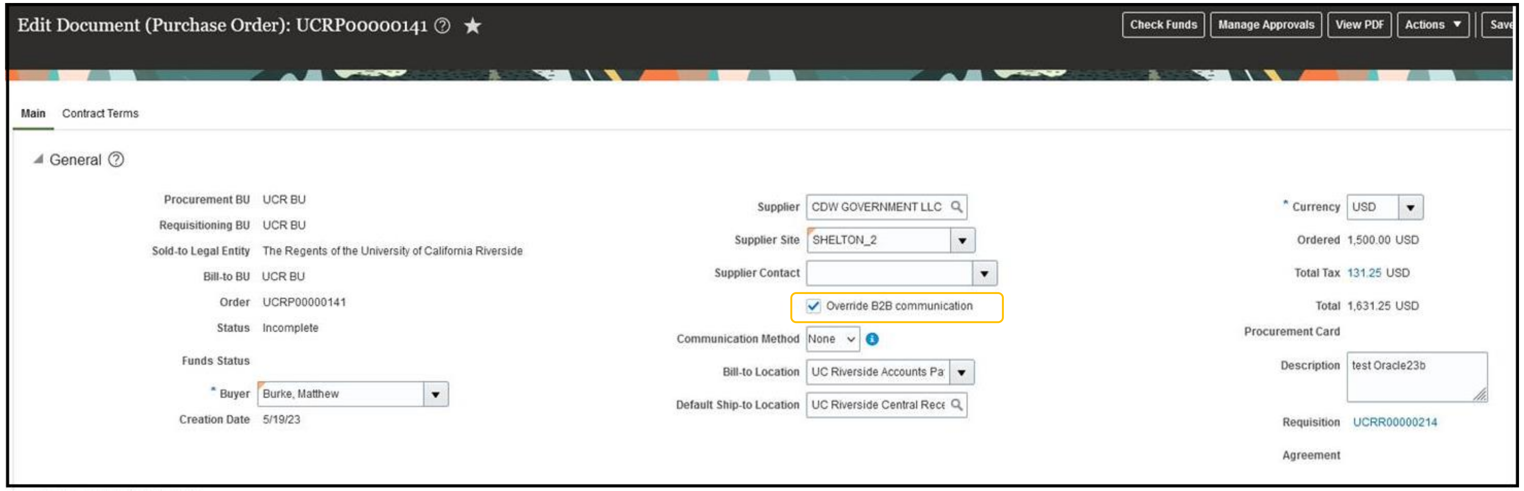
When issuing a PO:

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**



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



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?

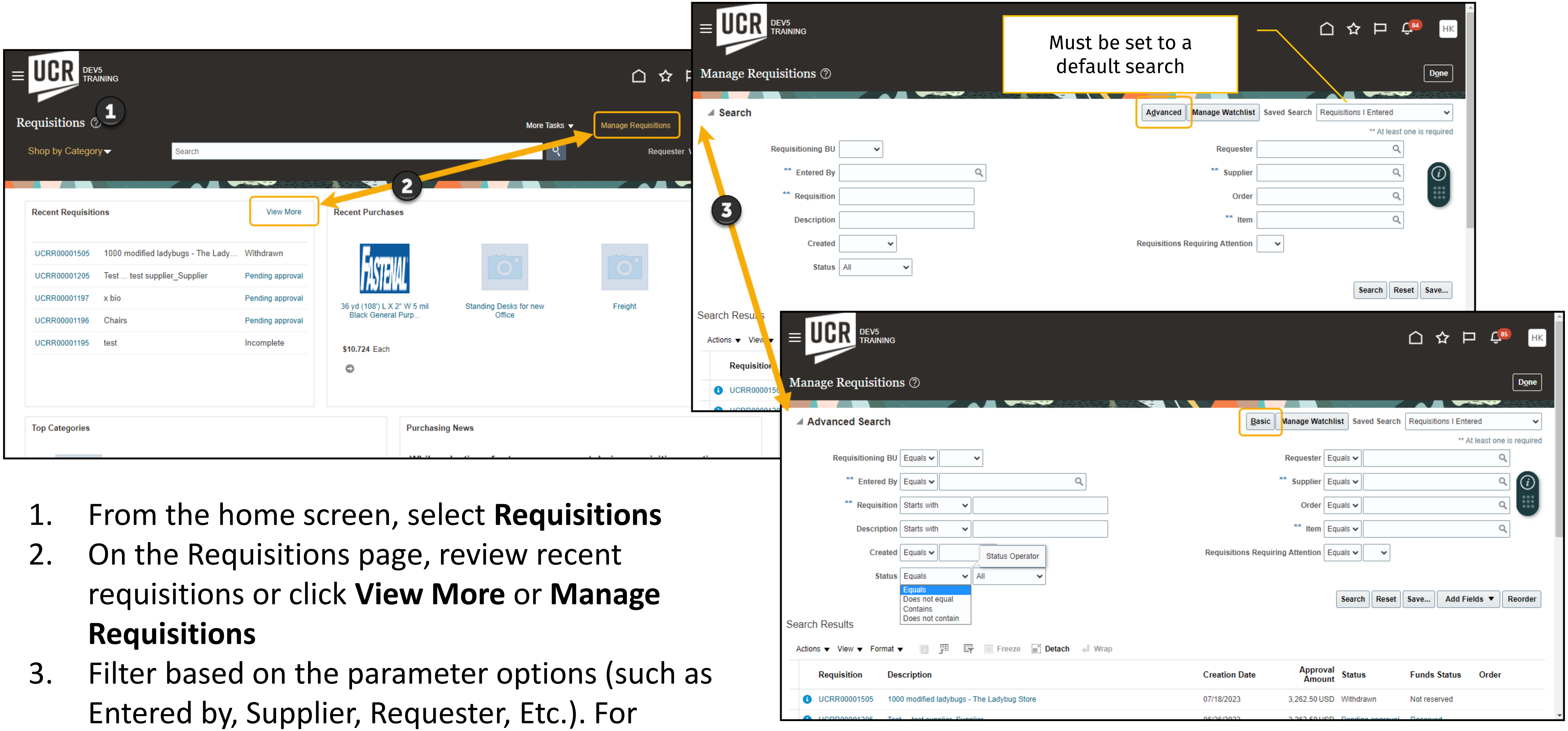
- Click the checkbox
- Select **Email** for the "Communication Method"
- Enter the Supplier's email address

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**.

How do I find? …. A Requisition?

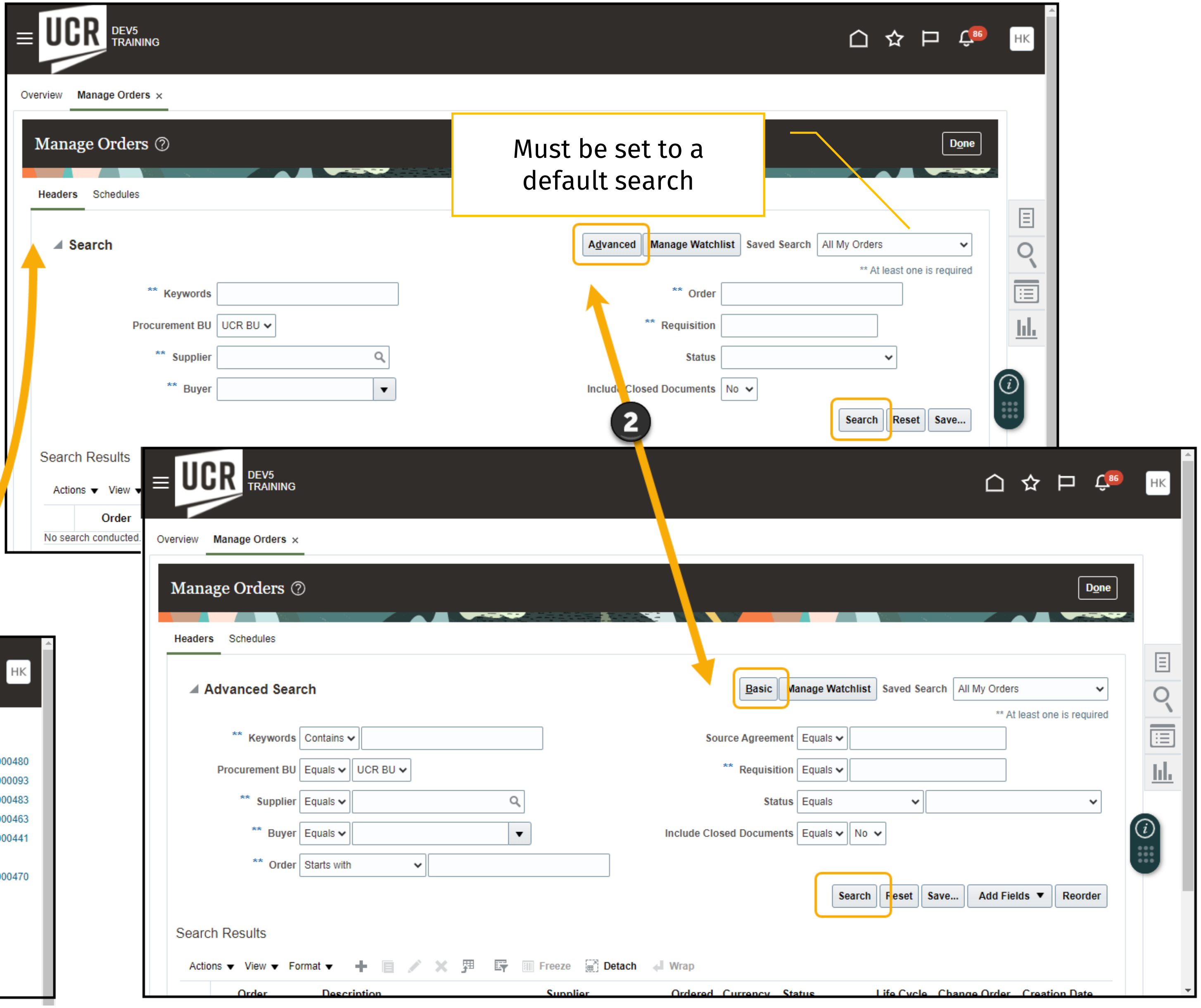


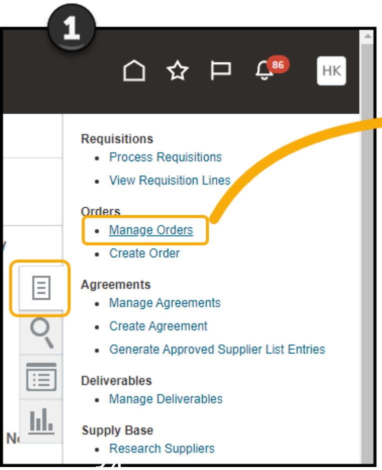
1. From the home screen, select **Requisitions**
2. On the Requisitions page, review recent requisitions or click **View More** or **Manage Requisitions**
3. Filter based on the parameter options (such as Entered by, Supplier, Requester, Etc.). For additional options you can click **Advanced**.

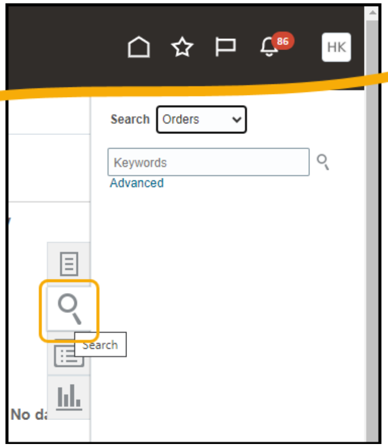
How do I find? …. A PO?

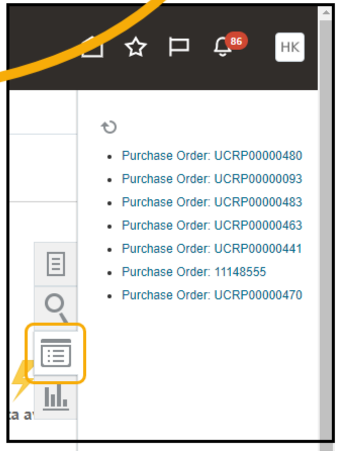
1. From the home screen, select **Purchase Orders.** On the PO page, **click one of the icons** on the right to find POs. The **Tools** will take you to a detailed Search. (**Magnifying glass** will give you a simple search; the **List icon** will show recently opened POs).

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





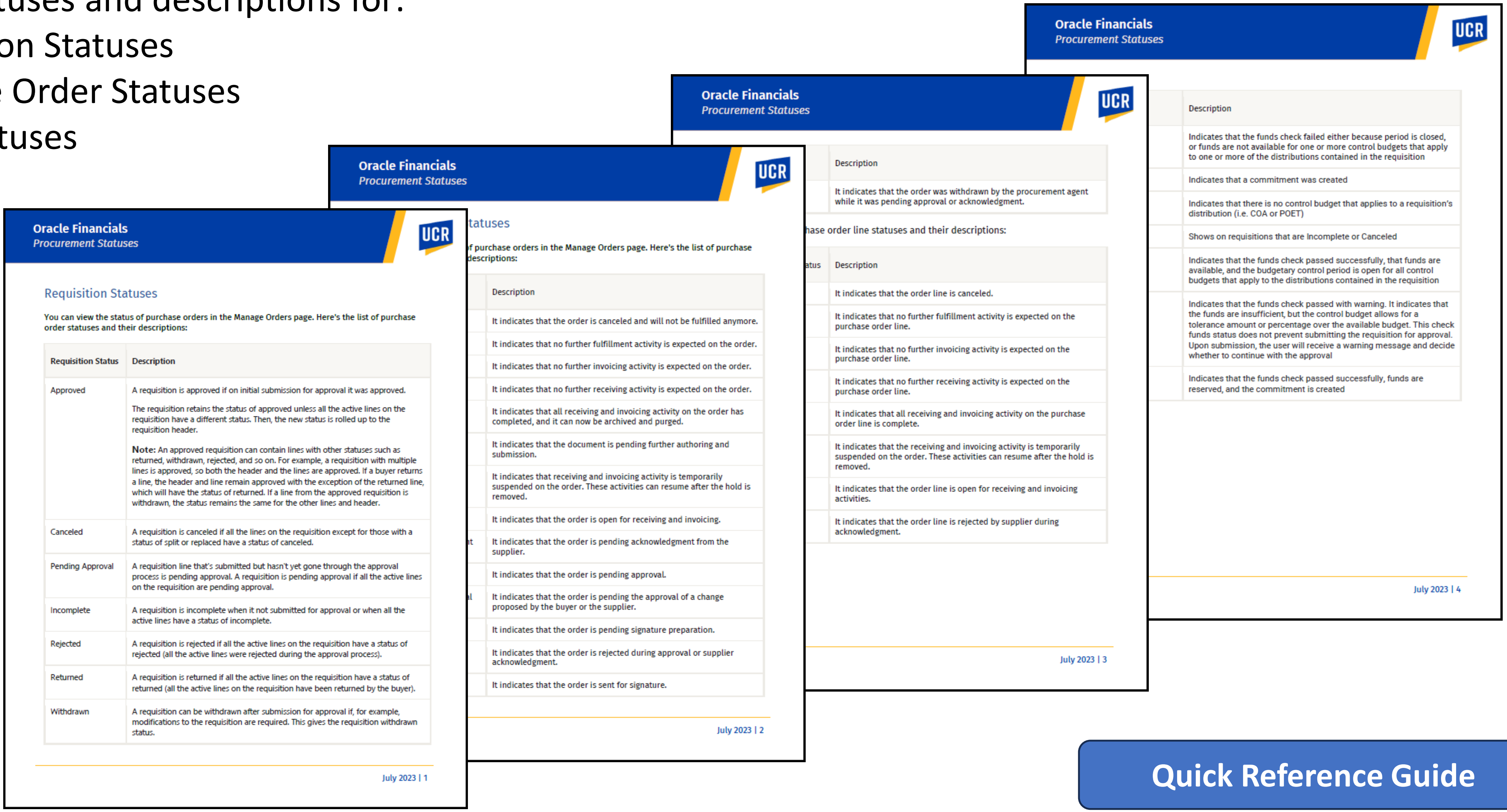




What Does the Status Mean?

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. **Note:** 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.

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Oracle Financials
Procurement Statuses
UCR

tatuses

f purchase orders in the Manage Orders page. Here's the list of purchase descriptions:

Description
It indicates that the order is canceled and will not be fulfilled anymore.
It indicates that no further fulfillment activity is expected on the order.
It indicates that no further invoicing activity is expected on the order.
It indicates that no further receiving activity is expected on the order.
It indicates that all receiving and invoicing activity on the order has completed, and it can now be archived and purged.
It indicates that the document is pending further authoring and submission.
It indicates that receiving and invoicing activity is temporarily suspended on the order. These activities can resume after the hold is removed.
It indicates that the order is open for receiving and invoicing.
It indicates that the order is pending acknowledgment from the supplier.
It indicates that the order is pending approval.
It indicates that the order is pending the approval of a change proposed by the buyer or the supplier.
It indicates that the order is pending signature preparation.
It indicates that the order is rejected during approval or supplier acknowledgment.
It indicates that the order is sent for signature.

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Oracle Financials
Procurement Statuses
UCR

Description
It indicates that the order was withdrawn by the procurement agent while it was pending approval or acknowledgment.

hase order line statuses and their descriptions:

atus	Description
	It indicates that the order line is canceled.
	It indicates that no further fulfillment activity is expected on the purchase order line.
	It indicates that no further invoicing activity is expected on the purchase order line.
	It indicates that no further receiving activity is expected on the purchase order line.
	It indicates that all receiving and invoicing activity on the purchase order line is complete.
	It indicates that the receiving and invoicing activity is temporarily suspended on the order. These activities can resume after the hold is removed.
	It indicates that the order line is open for receiving and invoicing activities.
	It indicates that the order line is rejected by supplier during acknowledgment.

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Oracle Financials
Procurement Statuses
UCR

Description
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
Indicates that a commitment was created
Indicates that there is no control budget that applies to a requisition's distribution (i.e. COA or POET)
Shows on requisitions that are Incomplete or Canceled
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
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
Indicates that the funds check passed successfully, funds are reserved, and the commitment is created

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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.

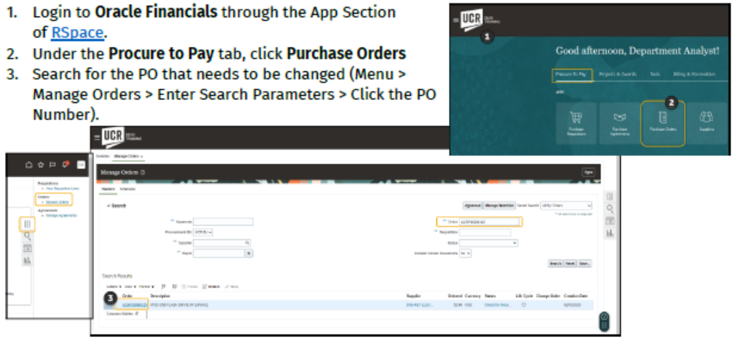
If the PO was approved before the change order was entered, it will not progress until the change order is fully approved (if it isn't auto-approved by the system).

Topics Covered

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).

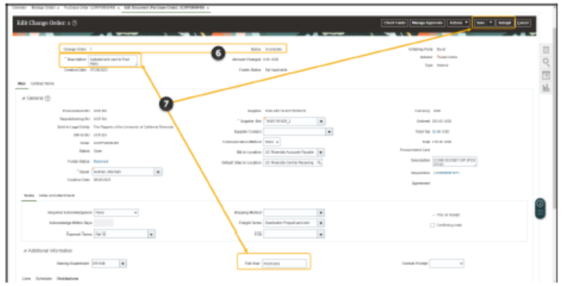


4. From the **Actions** menu, click **Edit**.

Oracle Financials
Change Requests in Oracle Procurement

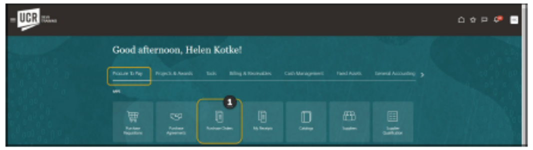
5. A **warning pop-up** will appear. To change the PO, click **Yes**.
   WARNING: *Clicking "Yes" creates a Change Order, even if you don't submit it and will stop the workflow of the PO until it is Deleted or Approved.*

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**.



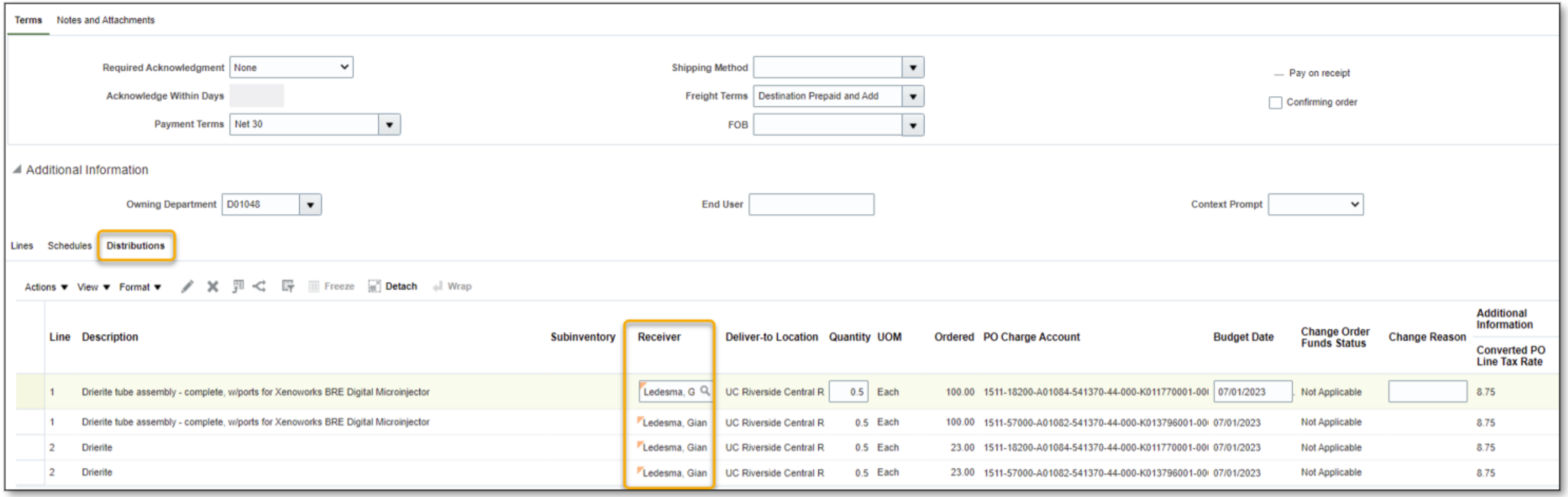
2. Open the Requisition associated with the Purchase Order by selecting **View More** or **Manage Requisitions**.

Quick Reference Guide

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.

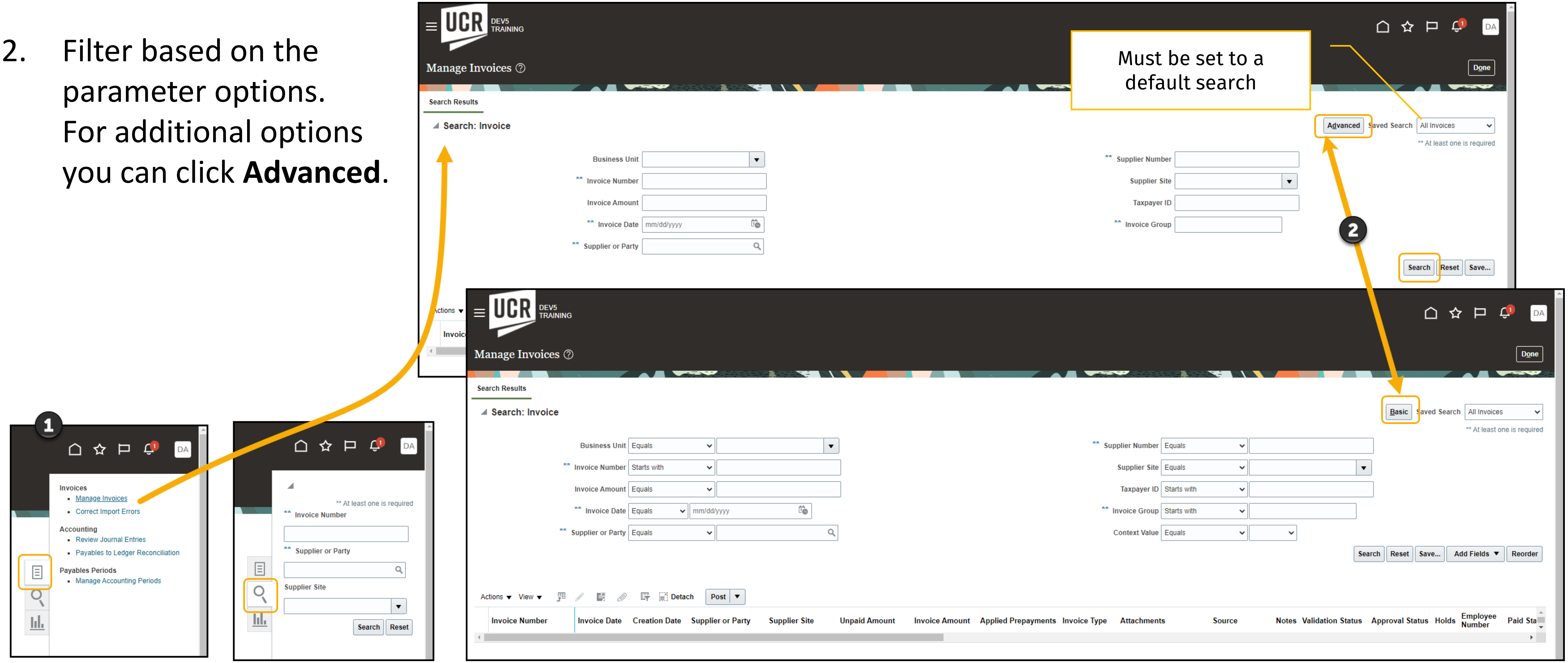


Link to OGL Guide

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).

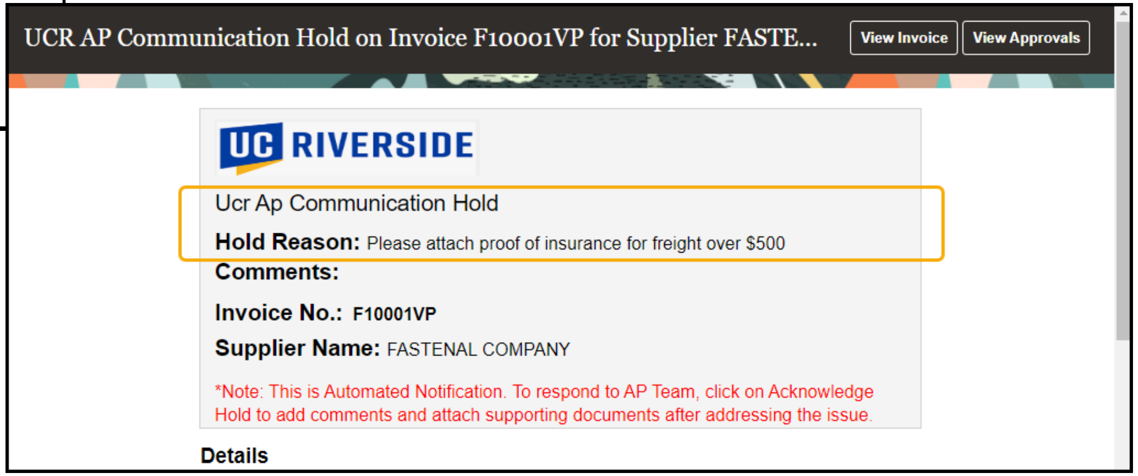
2. Filter based on the parameter options. For additional options you can click **Advanced**.



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.



How will you know that an invoice is on hold?

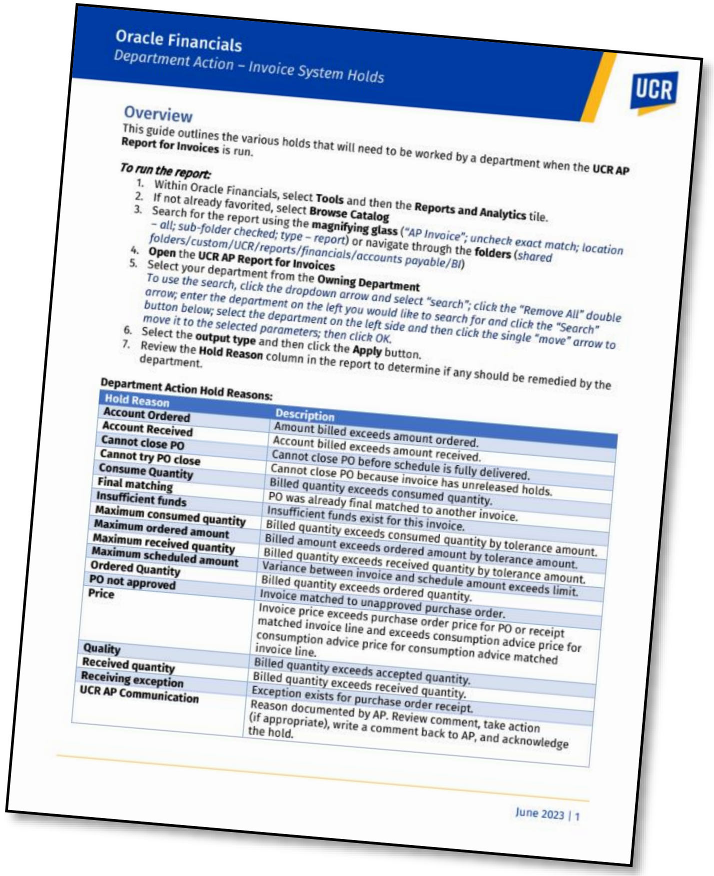
- **AP Communication Hold –** System notification (bell icon/worklist) or UCR AP Report for Invoices
- **System Hold –** UCR AP Report for Invoices

How to run the report:

- **Open the report**
  - **Magnifying glass –** Search “AP Invoice”; uncheck exact match; location - all; sub-folder checked; type - report
  - **Folders –** shared folders/custom/UCR/reports/financials/accounts payable/BI
- Select the **Owning Department**
- Select the **Output Type** and click **Apply**
- Review the **Hold Reason column** in the report to determine if any should be remedied by the department

Department Action Hold Reasons

Hold Reason	Description
Account Ordered	Amount billed exceeds amount ordered.
Account Received	Account billed exceeds amount received.
Cannot close PO	Cannot close PO before schedule is fully delivered.
Cannot try PO close	Cannot close PO because invoice has unreleased holds.
Consume Quantity	Billed quantity exceeds consumed quantity.
Final matching	PO was already final matched to another invoice.
Insufficient funds	Insufficient funds exist for this invoice.
Maximum consumed quantity	Billed quantity exceeds consumed quantity by tolerance amount.
Maximum ordered amount	Billed amount exceeds ordered amount by tolerance amount.
Maximum received quantity	Billed quantity exceeds received quantity by tolerance amount.
Maximum scheduled amount	Variance between invoice and schedule amount exceeds limit.
Ordered Quantity	Billed quantity exceeds ordered quantity.
PO not approved	Invoice matched to unapproved purchase order.
Price	Invoice price exceeds purchase order price for PO or receipt matched invoice line and exceeds consumption advice price for consumption advice price for consumption advice matched invoice line.
Quality	Billed quantity exceeds accepted quantity.
Received quantity	Billed quantity exceeds received quantity.
Receiving exception	Exception exists for purchase order receipt.
UCR AP Communication	Reason documented by AP. Review comment, take action (if appropriate), write a comment back to AP, and acknowledge the hold.


Oracle Financials
Department Action – Invoice System Holds

Overview

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

To run the report:

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

Department Action Hold Reasons:

Hold Reason	Description
Account Ordered	Amount billed exceeds amount ordered.
Account Received	Account billed exceeds amount received.
Cannot close PO	Cannot close PO before schedule is fully delivered.
Cannot try PO close	Cannot close PO because invoice has unreleased holds.
Consume Quantity	Billed quantity exceeds consumed quantity.
Final matching	PO was already final matched to another invoice.
Insufficient funds	Insufficient funds exist for this invoice.
Maximum consumed quantity	Billed quantity exceeds consumed quantity by tolerance amount.
Maximum ordered amount	Billed amount exceeds ordered amount by tolerance amount.
Maximum received quantity	Billed quantity exceeds received quantity by tolerance amount.
Maximum scheduled amount	Variance between invoice and schedule amount exceeds limit.
Ordered Quantity	Billed quantity exceeds ordered quantity.
PO not approved	Invoice matched to unapproved purchase order.
Price	Invoice price exceeds purchase order price for PO or receipt matched invoice line and exceeds consumption advice price for consumption advice price for consumption advice matched invoice line.
Quality	Billed quantity exceeds accepted quantity.
Received quantity	Billed quantity exceeds received quantity.
Receiving exception	Exception exists for purchase order receipt.
UCR AP Communication	Reason documented by AP. Review comment, take action (if appropriate), write a comment back to AP, and acknowledge the hold.

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[Department Action – Invoice System Holds QRG]

UC RIVERSIDE

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).

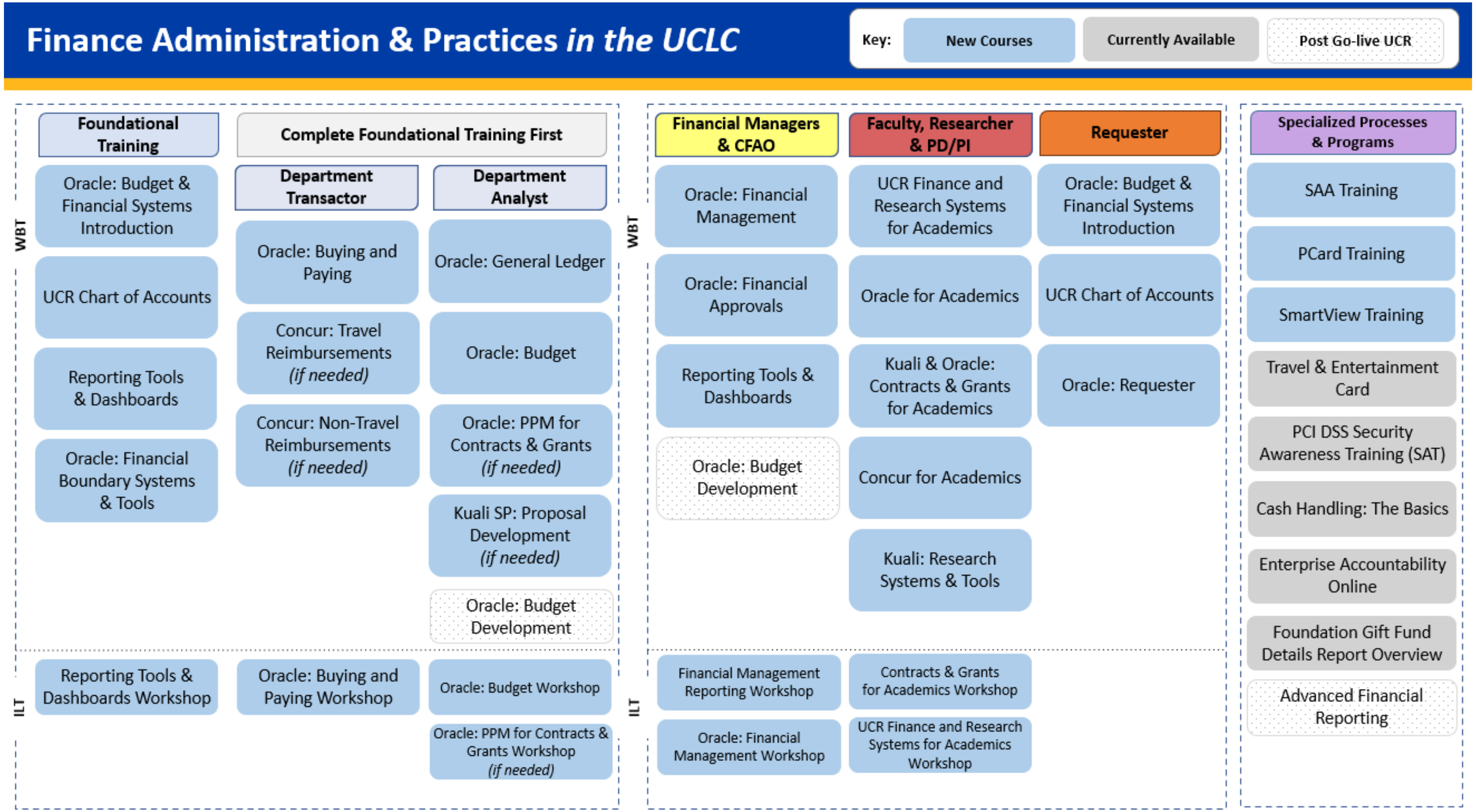
To locate your Department SAA in R'Space, please follow these steps:

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

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!



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.*

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

Link to Learning Path

Travel & Expense

Suppliers and Other Payees

Legacy Suppliers - those that have been imported over to Oracle and need an update such as contact info, services offered, etc.

- The request must have "Legacy Supplier Registration" selected from the drop down menu under request reason.
- The name of the supplier must have a -1 after the name as the system will not accept the same supplier name as it is already in the system. The name must be unique. These requests are routed to Valerie Davis.

PO Suppliers – New supplier requests in Oracle for transactors to create POs and order goods and services from.

- Once fully registered, PO suppliers are able to use Oracle Guided Learning to find various elements within the supplier portal.
- A job aid is in the works to assist PO suppliers in initial registration.
- Please note, requesting a supplier is not automatically approved. Certain criteria must be met. Please see this job aid on requirements and the process (link).

Non-PO Suppliers (Payees) – New supplier requests in Oracle for non-PO suppliers/payees to receive payment.

- Payees must complete the registration process before payment can be made.
- A job aid has been created to assist with this process (link)

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. Departments should no longer be requesting or collecting W9's from payees.
  - 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).

UC RIVERSIDE

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

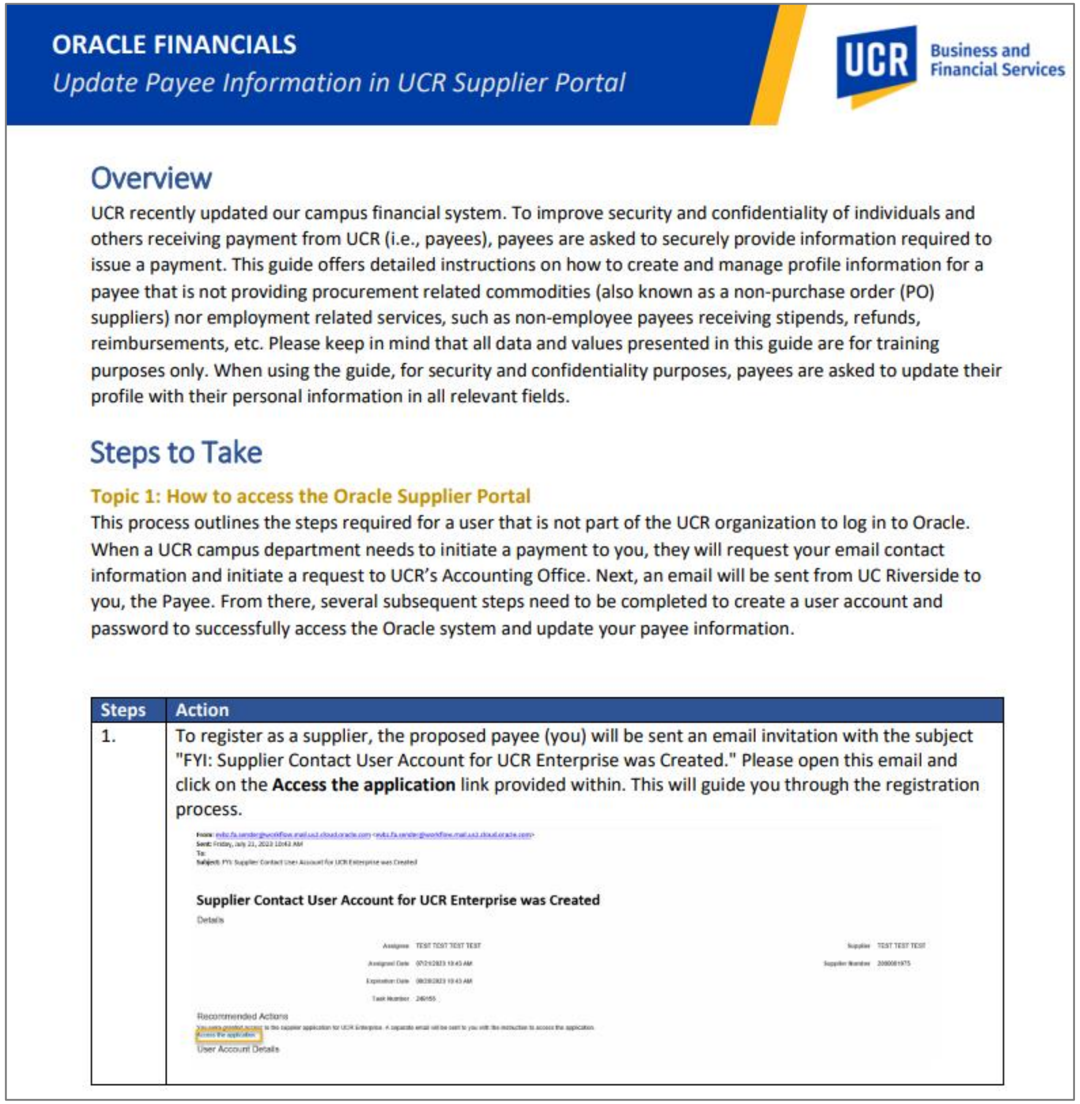
- Honoraria to Non-UC Employee or Non-UCR Student
- Human Subject Payment
- Refunds
- Stipend to Non-Student
- Casual Labor
- Game Official
- Homestay

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

Steps were updated on 7/31 and will update again on 8/7, so share the link with payees.

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 <u>follow this guide</u> 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.

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

UCR Business and Financial Services

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.	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 **Access the application** link provided within. This will guide you through the registration process. Supplier Contact User Account for UCR Enterprise was Created

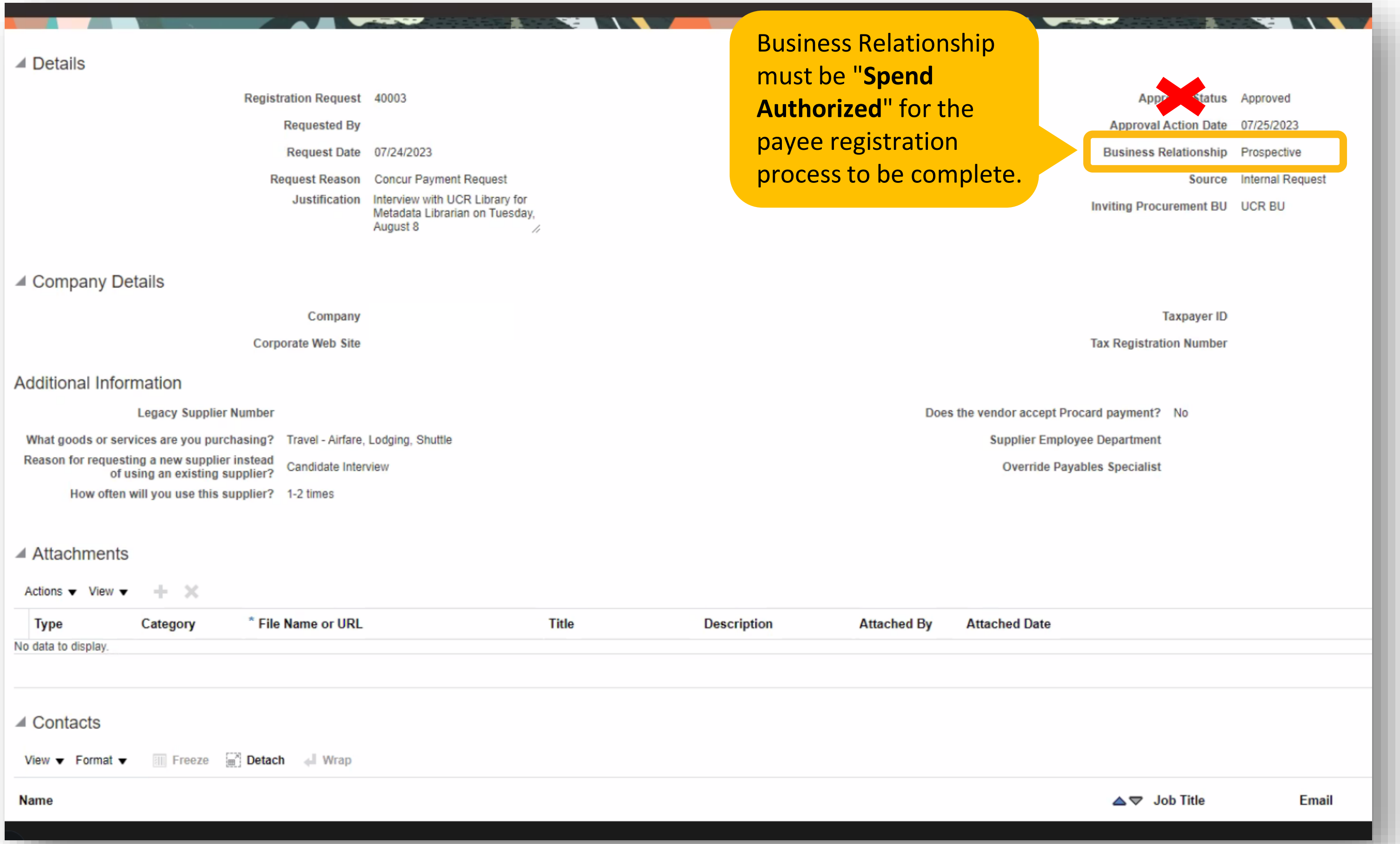
Establishing Guest Travelers

The process for establishing Guest Travelers is as follows:

1. Confirm the supplier/payee is "**Spend Authorized**" in the Oracle Supplier portal.

2. **Concur Delegate** users can associate the non-employee traveler with the appropriate accountability structure in **<u>Guest Traveler Routing</u>** (currently requires campus VPN).

3. Confirm with your Dept. SAA that the dept. has established an "**ALL**" record for Concur Routing in EACS.



Concur Troubleshooting

To help us identify and address the various problems, if you encounter a workflow issue, we kindly request your cooperation in trying the following troubleshooting scenarios before submitting a ticket.

After completing the steps in the attachment, **if you have a pending ticket, please update your ticket with the findings or a comment that the issue is resolved**, as your feedback helps confirm resolution.

Troubleshooting Guide:
https://docs.google.com/document/d/1b8MIR_aH4JCtvcfK5JruvkLbxtfUmrXVHvkyVZFDj2E/edit?usp=sharing

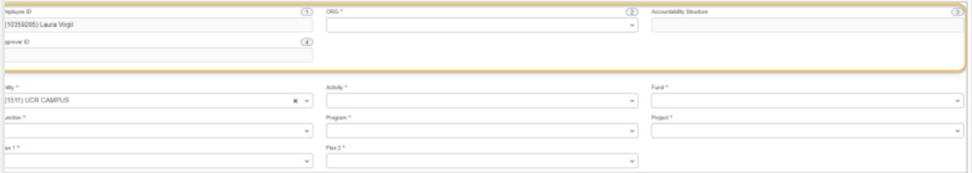
Approver Workflow Troubleshooting Scenarios:

1. Verify with your Department SAA:
   a. Roles AND routing are established for Phase II (Concur Phase I routing was deleted and must be re-established).
   b. The Financial Previewer within your Accountability Structure is not also the Financial Approver.
   c. The department has established "ALL" routing for Concur Users unless the Concur User is also the Financial Approver or another exception applies. This routing is especially critical if you have non-employee guest travelers, as they default to the "ALL" routing once associated with your Accountability Structure in Guest Traveler Routing (launching soon).

   Note: After items in step #1 are confirmed with your Department SAA, if any changes are made in EACS, please wait to proceed with steps # 2-4 until the following business day.

2. Before proceeding, please ensure that the Request/Report is **Recalled** to the Concur User (also known as Traveler or Payee). It's important to note that the Request/Report cannot be updated while it is in the workflow.

3. The Accountability Structure should be updated in the Request/Report header, including with the appropriate Approver ID and click **Save** (see scenarios a-c below).



   a. If the Approver ID is blank, please skip to step #4 in this guide.
   b. If the Approver ID has the Financial Approver selected, resubmit the Request/Report into workflow and update your ticket with a comment that the issue is resolved.
   c. If the Financial Previewer is listed in the Approver ID, update the Approver ID to the Financial Approver (instead of the Financial Previewer) to set the correct approval workflow routing. Next, resubmit the Request/Report into workflow and update your ticket with a comment that the issue is resolved.

UC RIVERSIDE
IMPACT23

Thank you!

Website: Impact23.ucr.edu

Question & Answer